

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 3, 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:

- General discussion meetings with various members of senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioners
- July 31 Operating Budget Workshop and City Commission Meeting
- Senior staff and John Adams, Adams Cameron, regarding the FL Hospital building on the peninsula
- City Attorney and outside counsel regarding the Antares project

Community Development

Planning

- The Board of Adjustment and Appeals approved three variances as follows: (1) 776 Riverside Drive, dock variance, (2) 66 Central Avenue, porch addition-front yard variance, (3) 67 Nicholas Court, garage addition-front yard variance. The case at 1190 North U.S. Highway 1 was continued based upon an advertising error.
- The Planning Board agenda and packet is published at:
 - <https://www.ormondbeach.org/Archive.aspx?AMID=50>. The agenda includes (1) Special Exception at 100 West Granada Boulevard to demolish a former gas station and contrast a 1,684± square foot restaurant, (2) Special Exception at 344 South Yonge Street to allow outdoor display of merchandise and outdoor music under certain conditions, (3) Special Exception at 301 Division Avenue, Unit 15, Ormond Brewery, to allow outdoor music under certain conditions, and (4) Land Development Code amendment to allow mobile food dispensing vehicles under certain conditions as part of the conditional use criteria for the malted beverage producer use.
- The monthly development report has been published at:
 - <https://www.ormondbeach.org/247/Development-Projects>.
- Staff attended the Volusia County presentation on Low Impact Development held in Deltona.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 320 inspections performed within the City (32 by private provider).
- 121 permits issued within the City, with a valuation of \$5,879,273.

Development Services

- Shoppes on Granada, Phase 2 obtained their engineering permit (site work) on July 25, 2018. The estimated cost of site construction is \$1,099,956.
- Antares of Ormond Beach obtained their engineering permit (site work) on July 27, 2018. The estimated cost of site construction is \$957,206.
- The YMCA dog park and parking expansion projects were issued a Certificate of Completion on July 31, 2018.

- The Site Plan Review Committee conducted a final inspection at Pet Street Veterinary Care Center. There are minor punchlist items remaining and the business should obtain their Certificate of Occupancy within the next 5 business days.
- Davita Dialysis is under construction for an interior build out at 420 South Nova Road, Unit 7 (permit value of \$1,457,036) and requires a water line extension that has been permitted by the Site Plan Review Committee.
- The Site Plan Review Committee has received an application for the construction of a 14,400 square foot office/warehouse building and associated site improvements at 8 Coolidge Avenue. The project is called Coolidge Avenue office warehouse.

Project	% Complete
589 South Yonge Street	65%
783 North US HWY 1	35%
Antares of Ormond Beach	0%
Bank of America, ADA upgrades	80%
Cardinal Drive beach parking	0%
Davita Dialysis	0%
Edgewell site work	90%
For our parents, ALF	70%
Granada Pointe	35%
Hamlin site improvements	100%
Lot 2, Airport business park	40%
Maxton group	80%
Oasis church water line extension	10%
Pet Street Veterinary Care Center	98%
Prince of Peace, church office	40%
Prince of Peace, like new shop	45%
Security First Insurance	35%
Shoppes on Granada, Phase 2	0%
Thomas & Betts Corporation	70%
YMCA Dog Park	100%
YMCA parking expansion	100%
Zaxby's	35%
Independence Recycling of Volusia	0%
Plantation Oaks	88%
Cypress Trails subdivision	35%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.

- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- 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.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff anticipates attendance at the International Council of Shopping Centers (ISCS) Deal Makers Conference in Orlando, Florida to promote development opportunities in the City.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working on an incentive package for Lucky's Market at 101 East Granada Blvd. An agenda item has been prepared for the August 8 City Commission meeting.

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 \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS has taken place at each division by Payroll. Payroll will continue to work with divisions that request additional assistance.

- Completed Projects - Weekly
 - Processed 62 Journal Entry Batches.
 - Approved 23 Purchase Requisitions totaling \$118,243.60.
 - Issued 21 Purchase Orders totaling \$106,749.13.
 - Prepared 102 Accounts Payable checks totaling \$90,246.37 and 34 Accounts Payable EFT payments totaling \$309,750.70.
 - Issued 356 past due notices on utility accounts.

- Auto-called 364 utility customers regarding receipt of a past due notice.
- Processed 402 payments through Interactive Voice Response System totaling 34,863.84.
- Prepared 375 Direct Deposits totaling \$477,993.28.
- Transferred IRS 941 payment of 155,655.40.
- Grant money fiscal year-to-date total received, \$7.0 million dollars.

Grants/PIO

- Press Releases
 - Residential Structure Fire (7/27)
 - Chief Sievers Reception (8/21)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Employee Newsletter August 2018.
 - Attended staff meeting.
 - Attended communications meetings.
 - Attended Budget Workshop and City Commission meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 5
 - Hazardous: 8
 - EMS: 86
 - Motor Vehicle Accidents: 7
 - Public Assists: 45
 - TOTAL CALLS: 155
 - Aid provided to other agencies: 15 Calls – Daytona Beach (8), Holly Hill (1), Volusia County (6)
 - Total staff hours provided to other agencies: 34
 - # of overlapping calls: 41
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 64
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 15
- Training Hours
 - NFPA 1001: Firefighting 19
 - NFPA 1500: Safety/Equipment 8
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 40
 - Station Activities
 - Updated 20 pre-fire plans
 - Conducted 4 fire inspections
 - Instructed CPR to the Ormond Beach Police Department
 - Significant Incidents
 - 7/27/18, 6:04 PM: 919 Northbrook Dr. – Structure Fire – Upon arrival found a single story residential home with smoke showing from roof and active fire coming from eaves – crews

made entry and attacked fire located in attic – fire caused by lightning strike – four occupants and two dogs were safely evacuated without injury.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Assistant City Clerk (Support Services) advertised 7-31-18 until 8-31-18. Advertised on City web site, governmentjobs.com, FL Association of City Clerks, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Part Time Maintenance Worker II (Buildings/Leisure Services) open 7-26-18 until 8-10-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Recreation Leader (Nova/Leisure Services) open 7-20-18 until 8-3-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Treatment Plant Operator C, B, A, or Trainee (Water Production/Public Works) open 8-1-18 until 8-17-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Florida League of Cities, Indeed, and internally.
 - Utilities Manager (Utilities/Public Works) open 8-1-18 until 8-31-18. Advertised on City web site, governmentjobs.com, American Public Works Association, American Water Works Association, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
 - Applications Under Review
 - Neighborhood Improvement Officer (Police)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Interviews Scheduled
 - Police Captain (Police)
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
 - Tradesworker (Building/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Fire Chief (Fire)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
 - Police Officer (Police)
 - Separations
 - Police Captain (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
 - Nationwide meetings 8-9-18
 - Blood Drive at City Hall 9-24-18
 - Risk Management Projects
 - Finalizing Hurricane Irma insurance claim
 - Continued editing of safety manual
 - Finalizing PTSD training presentation for public safety employees

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: 21
 - Completed: 53
 - In progress: 36
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,876
 - Inbound E-Mails Blocked: 9,555
 - Delivered Inbound E-Mails: 22,321
 - Quarantined Messages: 364
 - Percentage Good Email: 70.0%
 - Virus E-Mails Blocked: 5
 - Notable Events: Deployed Time Entry iPads to the Streets Division
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 2
 - Corrections: 1
 - Map/Information Requests: 49
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 77 : Total in system = 2,139
 - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 irrigation, 11 effluent
 - Notable Events: Updated Hydrant theme with new flow data

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission Operating Budget Workshop
- City Commission meeting
- Meeting with Police Department to address concerns with homeless on public property
- Movies on the Halifax

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
- Conducted 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.
- EDC summer hours continued with the facility open Tuesday to Friday from 3 pm to 5pm and Saturday 10 am to 4 pm.
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play was at 1pm daily weather permitting.
- City Youth Volleyball Program finished up this week on Thursday night meeting from 6 pm-7:45 pm. T-shirts and awards were handed out.
- Pride football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30.

Athletics 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
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola and South Ormond fields
- Edged and weeded out infield at Osceola Elementary
- Discarded wooden picnic benches and four wooden boxes in batting cages at Wendelstedt Fields
- Replaced bat nets on soccer goals
- Adjusted/replaced sprinkler head on Field 3 by first base; was spraying into bleachers
- Filled hole in east parking lot by Field 4

Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9:00 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - Ormond Church held services Sunday
 - Kopy Kats held regular classes Monday-Thursday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Summer Camp Monday-Friday

- Volusia County Summer Food Program Monday-Friday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment (ongoing)
- Interviewed applicants for the part-time Community Events Leader position
- Assisted with Commission Workshop meal
- Planning of Kids' Reel in the Fun Fishing Tournament scheduled for Saturday, September 8th
- Preliminary planning tasks and assignments for the State of the City Luncheon

Gymnastics

- Registration is open for August session
- August session in progress
- Open Gym, Friday, August 3

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Free breakfast and lunch was offered through the County Summer Food Program.
- Coed Youth Volleyball League ended on Thursday.
- The City's Youth Basketball Clinic took place Monday through Thursday from 9 am-12 pm.

The Casements

- Guild tours were given on the hour Monday, Thursday and Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- The Casements was closed for tours on Tuesday and Wednesday for air conditioning repairs in the Rockefeller Room.
- New cabinets were delivered for the Archive Room Tuesday morning.
- Enviro Camp Week Eight: "Everything is AWESOME!" took place Monday-Friday 9 am-3 pm at the Environmental Discovery Center.
- Enviro Camp staff began to "pack up" as camp came to a close this week.
- Pilates took place from Monday, Wednesday, and Friday morning.
- Yoga took place from 10 am-11:30 am on Tuesday and Thursday.
- Movies on the Halifax, Friday evening, 8:30 pm, "Paddington 2" (PG).

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park I: Repaired railroad tie; install new sign
- South Ormond Neighborhood Center: Installed new swing
- Division Pump Station: Installed new sign
- Magic Forest Playground: Made wood repairs to entrance
- Riviera Park: Formed slab for bench
- Memorial Gardens: Made shed door repairs; park bench repairs
- Central Park III: Removed deteriorated exercise equipment

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

Police Department

Administrative Services

- Staff hosted weekly staff meeting
- Staff attended Volusia/Flagler Police Chiefs Association meeting
- Staff attended Operating Budget workshop
- Staff attended a National Night Out meeting
- Staff participated on the Officer Friendly book reading

Community Outreach

- Members of the YDC met to review upcoming community service projects. The next project of the YDC will be assisting with National Night Out on August 7 at the Nova Community Center. The YDC will host a State of Florida Association of Police Athletic Leagues tag drive in partnership with the New Smyrna Beach YDC program during National Night Out.
- Twenty-two members of the basketball program participated in practice last week. Practice continues throughout the summer.
- The OBPAL educational component of the summer partnership with Department of Leisure Services during the Summer Connections Program concluded. A daily average of 50 students participated. In addition to educational programs, field trips were made to area attractions including Kennedy Space Center, Daytona Lagoon and Sea World.
- The fourth Reading with a Cop program was held on Wednesday, July 25 at 10:30 a.m. at the Ormond Beach Library. CSO Sword, Officer Hyatt and the OBPD canine Kane, joined the group of 45 children and family members to read a book. After reading Officer Hyatt answered questions the OBPD canine Kane, and shared the role of the canine unit. The library also collected cat food for the trap neuter release program for the CSO unit.

Community Services & Animal Control

- Animal Calls responded to: 30
- Animal Reports: 0
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 4
- Inactive: 13
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 17
- Grand Theft: 2
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 95
- Phone Calls: 120

- Arrest / NTA'S: 22
- Reports Generated: 122
- Reports Entered: 80
- Citations Issued: 50
- Citations Entered: 129
- Warnings Entered: 395
- Trespass Warnings: 13
- CORF Entered: 46
- Mail / Faxes / Request: 25

Patrol

- Total Calls: 1,288
- Total Traffic Stops: 146

Operations

Crime Opportunity Report Forms: 46

07/25/2018

- Battery/Domestic Violence Arrest, 229 Melrose Avenue. Two relatives were in a verbal argument. The suspect punched the victim in the face several times.
- Narcotics Arrest, 800 Block Hand Avenue. Suspect was arrested for possession of marijuana with intent to distribute.
- Shoplifting, 353 West Granada Boulevard (Winn-Dixie). Suspect stole 3 packages of crab legs and left the area in a silver vehicle. Suspect has not been located.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole TV dinners and ice cream. Suspect was released with a notice to appear.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect changed the price tag on a \$91 item with a \$0.99 item. Suspect was released with a notice to appear.
- Trespass Arrest, 220 North Nova Road (Publix). Suspect returned to the property after warning and was arrested.

07/26/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect used the self-checkout line and was not scanning all the items in the cart. Suspect was released with a notice to appear.
- Larceny, 170 North Center Street (Coquina Center). Victim stated that someone removed \$700 cash and checks from their room. No suspects noted.
- Trespass Arrest, Ormond Lakes Subdivision. Suspect was arrested for trespassing after warning.
- Burglary Arrest, 1545 North United States Highway 1 (Dollar General). Suspects were in the process of cutting a hole into the building. Two (2) suspects fled into the woods. A perimeter was set up and the Sheriff's Office sent a K-9. One suspect was bit by the K-9. The other was caught by officers.
- Warrant Arrest, 1545 North United States Highway 1 (Dollar General). The same suspects from the above burglary arrest had open warrants.
- Burglary Residence, 12 North Ravensfield Lane. Suspect made entry by breaking a door that is in the rear of the residence. Approximately \$3,000 in jewelry is missing.
- Warrant Arrest, 222 Seminole Avenue. Suspect with a warrant was contacted at the residence and arrested.

07/27/2018

- Carbreak, 50 Carrolwood Circle. Unlocked vehicle entered and miscellaneous tools were taken.
- Carbreak, 749 East River Oak Drive. Unlocked vehicle entered and a purse was taken.
- Carbreak, 911 Woodmere Circle. Unlocked vehicle entered and a garage door opener was taken.
- Carbreak, 656 Riverside Drive. Two vehicles entered. One was unlocked and the other's window was smashed. Purse was taken.
- Warrant Arrest, 14 Byron Ellinor Drive Unit A. Suspect with a warrant was spotted walking out of their house. Once officers attempted to apprehend the suspect, the suspect ran but was stopped with a Taser deployment.

- Warrant Arrest, 170 West Granada Boulevard (OBPD). Suspect came to the police station to report they had a warrant.

07/28/2018

- Burglary Arrest, 280 Destination Lane (Giant Recreation World). Suspect was found inside a recreational vehicle while armed. Suspect was moving personal items into the vehicle from a U-Haul.
- Larceny, 30 South Beach Street (Ormond Library). Cell phone was stolen while the victim was in the library. No suspects.
- Carbreak, 550 Wilmette Avenue (Brookdale). Vehicle was entered by breaking a window. A purse was stolen.
- Carbreak, 550 Wilmette Avenue (Brookdale). Vehicle was entered by breaking a window. A purse and watch were stolen.
- Carbreak, 924 Oleander Avenue. Unlocked vehicle was entered. Nothing is missing.
- Trespass Arrest, 110 North Beach Street. Suspect was arrested for returning after warning.
- Aggravated Assault, 295 Grove Street. The suspect threatened the victim with a knife. The suspect left the scene but could not be located.
- Battery on an Officer Arrest, 601 Fleming Avenue. Officers were dispatched to assist EVAC with a combative patient. One of the officers was kicked by the suspect and was arrested.
- Warrant Arrest, 200 Block South Atlantic Avenue. The suspect was contacted after a reported disturbance. The suspect provided a fake name to officers. The Sheriff's office responded with a Rapid ID system and found the suspects identity. The suspect had warrants and was arrested.

07/29/2018

- Battery Domestic Violence Arrest, 496 South Yonge Street. Two family members were in a verbal argument that turned physical.
- Carbreak, 101 Clyde Morris Boulevard. Vehicle was entered by breaking a window. Nothing was taken.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect attempted to leave the store without paying for the items and was stopped by loss prevention.

07/30/2018

- Carbreak, 1 China Moon Drive. Unlocked vehicle entered overnight. Nothing taken. Two suspects fled the area in a vehicle.
- Carbreak, 5 China Moon Drive. Unlocked vehicle entered overnight. Miscellaneous items taken. Same suspects as above.
- Carbreak, 4 China Moon Drive. Unlocked vehicle entered overnight. Purse and cash missing. Same suspects as above.
- Carbreak, 17 Spring Meadows Drive. Unlocked vehicle entered overnight. Nothing taken. Same suspects as above.
- Carbreak, 36 Spring Meadows Drive. Unlocked vehicle entered overnight. Nothing taken. Same suspects as above.
- Carbreak, 59 Spring Meadows Drive. Unlocked vehicle entered overnight. Nothing taken. Same suspects as above.
- Carbreak, 27 Spring Meadows Drive. Unlocked vehicle entered overnight. Nothing taken. Same suspects as above.
- Stolen Vehicle, 27 Spring Meadows Drive. Victim went outside to check on the carbreak and found that their second vehicle that was in the driveway was missing. Victim stated that the keys were in the unlocked vehicle. Vehicle was recovered in Daytona Beach later in the shift.
- Carbreak, 29 Spring Meadows Drive. Unlocked vehicle entered overnight. Same suspects as above.
- Carbreak, 21 Spring Meadows Drive. Unlocked vehicle entered overnight. Firearm was taken. Same suspects as above.
- Narcotics Arrest, 700 Block South Nova Road. Suspect was arrested for possession of marijuana and paraphernalia.
- Narcotics Arrest, Central Avenue at South Yonge Street. Suspect was arrested for possession of hashish and paraphernalia.

- Driving Under the Influence Arrest, 200 Block West Granada Boulevard. Suspect was arrested for driving under the influence.

07/31/2018

- Burglary Residence, 1315 Oak Forest Drive. Suspect entered the home by using a ladder to gain access to a 2nd floor glass door and broke the glass to get in. Approximately \$18,000 in jewelry was taken.
- Burglary Residence, 170 North Yonge Street #110 (Ridgecrest Mobile Home Park). Suspect entered a carport and stole a ladder. Victim suspects the neighbor.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 18
 - Number of Uniform Traffic Citations Issued: 14
 - Number of Written Warnings Issued: 14
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 1
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 12 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 9 Cases initiated
 - Zone 4: 4 Cases initiated
 - 4 signs have either been removed or sign cases created.
 - 11 tree removal permit requests

Public Works

Airport Operation and Development

- The FAA has provided an Airport Improvement Program grant offer to the City for the full amount of federal assistance requested for the projects to rehabilitate Runway 8/26 and design extensions for Runway 8 and Taxiway Alpha. The grant amount is \$2,251,645 which represents 90% of the total project cost. A grant request is pending with FDOT for the State's 8% project share of \$200,146. The rehabilitation and design projects funded by these grants are the second of a three part process developed to rehabilitate and extend the airport's primary runway, which is one of the City's near-term airport CIP goals established during the last airport master plan update. Construction of the runway rehabilitation is expected to begin early this fall.
- The Aviation Advisory Board conducted their regular quarterly meeting on July 30 at 7:00 pm in the Human Resources Training Room at City Hall.
- Staff continues to work with property owners in the Airport Business Park to proceed with land acquisitions needed to facilitate design and construction of access roads for the southwest quadrant of the airport. Staff is currently seeking quotes for an appraisal of the property to be acquired.
- Staff completed repairs to Gate 10 at the airport, which included replacement of the keypad and reprogramming of the gate controller unit.
- Staff is evaluating the 2018 draft terminal area forecast (TAF) for the airport, which is provided by the FAA. The TAF is the official FAA forecast of aviation activity for U.S. airports. The forecasts are prepared to meet the budget and planning needs of the FAA and provide information for use by state and local authorities, the aviation industry, and the public.

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Final asphalt restoration is being completed; consultant is reviewing the contractor's final pay request.
 - Ph III 2-Inch Water Main Replacement – Peninsula – City is awaiting final as-builts.
 - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is installing water main on Marsh Ridge Watch, Highwood Ridge Trail and Putnam Avenue. Contractor has committed to performing final tie-ins and meter switch overs on Cliffwood Circle, Alexander Court, Fir Street, Pine Street, and Arrowhead Circle as soon as Health Department clearance is received.
 - North US1 Landscaping Ph II – The work is 85% complete. The majority of Crape Myrtles and Ligustrum trees have been planted. Reclinata palms will be planted in the next several weeks.
 - Effluent Outfall Replacement – The contractor has completed the repair work and will install the warning signage to warn boaters of the pipe diffuser location as the water is only several feet deep in the area of the diffuser. They also will do the as-built survey.
 - Storm and Sewer Lining – Storm drain lining operations are underway and expected to continue for the next few weeks.
 - Deer Creek Reclaimed Water – Contractor has scheduled for the wet tap connection to be performed.
 - Ormond Crossings Utility Extensions – The contractor has installed the jack and bore for the utility crossings at the railroad crossing and has installed both water main and sewer lines along Broadway.
 - Downtown Light Replacement – The fixture heads and light poles have been shipped.
 - CDBG – Cassen Park Fire Hydrant – The fire hydrant assembly, service tap and pressure testing has been completed. As the contractor could not locate the 6-inch stub that was shown on old as-builts it was decided to extend the water main to the existing main line on the west side of Beach Street. We received a County Use Permit for the connection in the South Beach Street right-of-way, and the contractor is scheduling to complete this work.
 - 2018 Road Rehabilitation – Microsurfacing – The contractor has sealed the cracks in the existing asphalt. They are finalizing their schedule to complete the microsurfacing. Notices were sent to residents informing them of the process.
 - CDBG – Streetlight Replacement – The fixtures are expected in early August, per the manufacturer.
 - Fortunato Park Pier – Repair work is expected to begin at the end of July-early August.
 - Rockefeller Gardens Stage Shade Cover – Structural drawings were submitted and are currently under review.
 - Forest Hills Connector Trail – Bid was awarded at the June 26 City Commission meeting. Contracts are being sent to JD Weber for execution.
 - Bidding
 - 2018 Road Rehabilitation-Resurfacing – Bid award has been moved and is now scheduled for Commission approval on July 31.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
 - Design Projects:
 - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First is scheduled for CC approval to bid on August 8. The redundant main from Hull Road to Destination Daytona has a 60% plan review this week.
 - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension – The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. This project is anticipated to advertise for bids in August. Consultant is working with FDEP on the Required Submerged Land Lease that is required for the dock project.
 - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding.

- Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
 - Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; consultant is preparing a scope of services to compete the bid documents.
 - Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
 - Cassen Park Improvements (Paving and Restroom Replacement) – The consultant will have 90% design drawings for staff review and comment by August.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – A work authorization is in process for the electrical design of the field lighting.
 - OBSC Improvements – Championship Field 7 – This project is being broken up into 2 phases. Construction manager is preparing an opinion of cost for Phase 1 which includes everything except the concession building.
 - Secondary Raw Water Main – Staff is coordinating work between the design engineer and the geotechnical contractor.
 - MacDonald House – AM Weigel is putting finishing touches on a first phase scope of services to begin work on MacDonald House.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
 - A1A Force Main Repair – 60% comments have been returned to the Engineer. 90% plans are expected shortly.
 - Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
 - Main Trail Bridge Repair – Staff met with one of our continuing contract construction managers and discussed repair options.
 - Water Plant Upgrades – Chlorine conversion is under design.
 - Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements - Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Prepared & sent lane closure notice for an FDOT project on Granada Blvd.
 - Prepared & sent road closure notice for an FPL project on S. Beach St. between Riverview Dr. and Reynolds Ave.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete repair on Northshore & Robin; pulled forms, check cones & backfill; asphalt
- Concrete/checked spots in Hunters Ridge
- Concrete/pavers on John Anderson
- Concrete on Harvard
- Asphalt/filled pot holes Citywide
- Asphalt on Airport Rd
- Concrete/prepped Pathways School
- Sidewalk grinding in Hunters Ridge
- Pulled cones & forms on Rockefeller Dr

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 Oak tree on Riverside & Ormond Parkway; Pine tree at Fleming & Parque; dead Oak tree on Tomoka Meadows Blvd
- Trimming on Arroyo Pkwy at Santa Fe; over ROW on Hand Ave from Laurel Dr to bridge

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
- Edging walk on SR40 from Timber Creek to Breakaway Trl

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
- Met with County staff regarding road striping

Stormwater Maintenance

- Reach out ditch mowing FDOT on SR40
- Basins inspected and cleaned in Zone 3 & 2
- Locates, gates & pumps citywide
- Road repair in Sanchez Park
- Replaced grate on Orchard Ln & John Anderson Dr
- Picked up sweeper and Vac-con in Orlando
- Pipe repair on Sanchez – N Beach
- Hot spots citywide

Vactor

- Maintenance Citywide

Street Sweeping/Streetsweeper (1 day, just back from repair)

- 19 miles of road cleaned
- 5 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,465
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,430 gallons unleaded, 9,586 gallons diesel
 - Fuel used in one week: 1,940 gallons of unleaded and 1,119 gallons of diesel.
 - Fleet completed 30 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Bids were received and are being evaluated.
 - Breakaway Trails Yard Electrical and Pump Upgrades – A bid award staff action item is scheduled for presentation at the August 21 City Commission meeting.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Bid disposition memo is being reviewed on Minute Traq for the August 21 City Commission meeting agenda.
 - Lift Station 8M1 – City Commission memos to vacate the existing easement and accept a new easement for the lift station is postponed to the 8/8/18 City Commission meeting.
 - Lift Station 10M & 12M Improvements – FDEP Clearance was obtained. As-builts were reviewed and comments returned to the engineer.
 - Utility Location Services – Contractor requested to withdraw from the awarded contract.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Bids are due this week. Breakaway Trails tank leaks are being repaired.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Met with consultant July 19, 2018 to finalize integrator services RFP documents. Software purchase authorization pending final confirmation of agreement terms by both parties.
 - 2265 John Anderson Drive – Use Permit Application to Volusia County was submitted to Volusia County for processing.
 - SPRC Projects (Utilities Review)
 - Pet Street Veterinarian Clinic – 240 S Nova Road: Field checked as-built drawings and provided comments.
 - Total Comfort-1345 N US 1: Reviewed plans and calculations and provided comments.
 - 8 Coolidge Ave – Reviewed warehouse plans and provided comments.
 - 275 Interchange Boulevard – Met to discuss project. Pump station upgrade requirements and estimated cost was provided to the developer

Water Treatment

- Delivered 40.78 million gallons for the week ending July 27, 2018 (5.83 MGD).
- Backwashed 13 filters for a total of 696,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2018 @ 5.991 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 39.06 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.58 MGD.
- Produced 22.44 Million Gallons of Reuse.
- Produced 16.62 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 01, 2017 – June 30, 2018 (MGD)): Influent 4.93 MGD (Permit 8 MGD); Surface Water Discharge 2.21 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 126.18 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to twelve (12) reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired ten (10) water service leaks.
- Installed one (1) new residential water services.
- Performed accuracy testing on 4 - 2" commercial water meters, all tested accurate. Scheduled 3 commercial water meters for future testing.
- Performed pressure testing on eight (8) city owned backflow preventers.
- Replaced thirteen (13) broken meter boxes.
- Replaced four (4) water services due to low volume concerns or broken valves.

- Raised two (2) fire hydrants due to height requirements, on Black Hickory Way and on Via Madrid Dr.
- Performed valve maintenance on twelve (12) main line valves.
- Located two (2) water meters per Finance Department work orders.
- Performed a water service disconnect due to a demolition.
- Repaired a 2" water main leak on Evergreen Cir in Ormond-by-the-Sea.
- Performed a scheduled water main shutdown as part of the 2" WM replacement program on Alexander Ct. & Cliffwood Cir.
- Removed the automatic flushing device on Alexander Ct.
- Removed abandoned 2" water main tap on the corner on S. Halifax Dr. & River Beach Dr.
- Re-sod 8 excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 131 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 23 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 1 reuse trouble calls.
- Completed electrical connections for PEP system at 45 Laurel Ridge Break.
- Filled in trench that was left for contractor to make a 6" reuse tap at entrance to Forest Quest.
- Repaired broken lateral and installed C/O at 302 Military Blvd.
- Cleaned 1,218 feet of 8" gravity main.
- Rewired and scotch coated J box for park restrooms at 200 River Chase Way.
- Replaced pump and rewired PEP system at 19 Forestview Way
- Delivered reuse filter to customer at 301 Oak Dr.
- Raised C/O and replaced cap at 596 S. Yonge St.
- Replaced pump and conduit, rewired PEP system at 19 Foxfords Chase.
- Replaced pump, installed 12" riser and rewired PEP system at 8 Arcaro Ct.
- Replaced pump and high level float, rewired PEP system at 47 Carriage Creek Way.
- Responded to back up call at 26 Coquina Lake Way. Found breaker to be tripped in the house.
- Replaced pump at 80 Foxcroft Run.
- Responded to no water complaint on Magnolia St. Discovered that line valves had not been opened by contractor.
- Repaired leaking manhole at 40 Soco Trail.
- Responded to PEP alarm at 32 Black Hickory Way. Discovered new broken tank. Had to repair 1½" discharge line. Tank scheduled for replacement.
- West Ormond recorded 9.62 inches of rain in July for a semi-annual total of 35.68 inches.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 10 psi, Ocean Mist Hotel 10 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 22 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 15 psi.

Wastewater Plant – Lift Stations

- Influent Pump Facility, assisted Collections in removing influent bypass and returned to normal configuration, oversaw transfer of pump positioning status, cleaned floors and equipment, services sump pumps ok.
- Clarifier #3, fueled Thompson diesel bypass pump and filled all containers, ok.
- 3P – Follow up from call out, pulled both pumps to repair as needed, ok.
- Hudson well 27H, assisted WTP crew with use of crane truck.
- Halifax Medical Center, pulled pump #1 to replace volute, impeller & wear ring, ok.
- 4P, began assembly of repaired pump for installation.
- Peristaltic Pump #1, TFD fault, replaced tube, ok.
- Peristaltic Pump #2, over current fault, reset system, ok.
- 6M, new generator on-line with support from Fleet.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 6P – Breakaway Trails – Airport Business Park – Walmart – 3P – Bear Creek – Riverbend Golf Course – 4P – Southern Pines – Deer Creek, phase loss & high level, all storm related, all stations checked and back online without further incident; 3P, high

level, #1 and #2 Pumps tripped at Motor Starters, #2 operational, ok temporary, followed up during daytime hours.

- SCADA monitor/response: 7P, uneven run hours, cleaned dome & probe, repaired vacuum systems, ok; 8M2, high run hours, deragged check valves, ok; 8M3 - uneven run hours, deragged #1 check valve, ok; Arroyo Parkway, high starts, cleaned probe, possible rodent wiring damage, ok at this time pending further inspection by electrician.
- SCADA technician activities: Lift station CS, Communication card - replaced, ok. Lift station PT, RTU not reporting, replaced communication card, surge protector and radio, continuing to troubleshoot; SCADA RFP, discussed radio cabinet wiring and programming change to remove the WTP wells & booster stations from LPRO polling master; IT assisted resolving install issues for WIN911 on computer in maintenance office, configuration completion pending; Ordered five transformers to install in RTU's; Requested repair quote from Emerson for pressure transducer removed from well 4D; Researched maintenance program for possible integration with new SCADA software; Continued working on SCADA inventory database.
- 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: Carrousel Surface Aerators, #1N, #2N, #2S, #1S; Effluent Transfer Pumps, #1, #2, #3.
- Semiannual Plant PM's: Carrousel Surface Aerator #1N.
- Lift Station PM's: 8 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Station – Reuse System

- Sand filter #4, no flow and backwash, replaced Chromalox controller with shelf stock, removed and replaced 7805 voltage regulator as well - unit powered back up, put on shelf for spare, ok.
- Hi Service Pump #7, VFD DPI port 2 fault. Junction point for cable from VFD to keypad on outside of cabinet bad, spliced new cabled together removing the junction port, ok.
- SR18, & SR19, checked vaults and pumped water out as needed, ok.
- Williamson Interconnect, Nova Booster station, checked vaults and sump pump, ok.
- Well 31H, repaired/replaced leaking pipes.
- Standish Booster Station, pump#1 not responding, starter tripped, reset, ok.
- Well 27H, Measured roof hatch to fabricate exhaust louver for moisture control, removed non-operational Bermad valve to replace with VFD, pump not flowing, suspect pump is detached from riser pipe, repair contractor is being scheduled to pull pump for repair.
- Lime Slurry Pumps, lubricated as needed.
- Scrubber #5 pump, make adjustment to cooling fan on motor.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Program – The City's backflow device testing compliance rate is 87%. The efforts of the staff continuing to meet with individual businesses in the City's potable water system to increase compliance of the backflow prevention program is improving the compliance. Customers are cooperating with the required compliance testing.
- Consumptive Use Permit (CUP) – While escorted by City staff, the City's contract environmental consultant conducted the wetlands health assessment portion of the Wetlands monitoring report in the Rima Ridge wellfield. The consultant will provide the City with a report outlining the health of the ecosystem.
- Reuse Groundwater Monitoring – Staff performed the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit. The data allows the FDEP to assess the impact of utilization of reuse water on the local groundwater. The results will be prepared by the City's contract laboratory.
- EPA Unregulated Contaminant Monitoring Rule 4 (UCMR 4) – Staff coordinated the sampling event scheduled for next month with the City's contract laboratory, Water Quality Control Technician and the Chief Water Treatment Plant Operator. The samples will be collected from four different locations. The UCMR 4 allows the EPA to evaluate contaminants of concern for impact on the environment and public health.
- Water Treatment Plant Sanitary Survey – Staff provided a response to the Volusia County Health Department concerning the sanitary survey/inspection of the City's potable water

system. The response outlined the completed tasks and provided estimated completion dates of other action items.

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 City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Staff attended and provided support for July 31, 2018, Operating Budget Workshop and City Commission Meeting
- Agenda packet preparation, creation, and distribution for August 8, 2018, City Commission Meeting
- Agenda packet preparation, creation, and distribution for August 10, 2018, Pension Board Meeting