

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 25, 2019

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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:

- MLK breakfast celebration
- OB Life wrap up meeting
- Individual agenda review meetings with Mayor Partington, Commissioner Persis and Commissioner Littleton
- Volusia County Industrial Development Authority board meeting regarding the TEFRA hearing on Antares.
- City Commission Recycling/Downtown Steering Committee Workshop
- City Commission meeting
- Volusia County Managers monthly meeting
- Met with Daytona Beach City Manager Jim Chisholm discussed various topics
- Historical Society Annual Meeting

**Community Development**

**Planning**

- A variance application for 642B Robin Road has been submitted for a glass room addition. The addition requires variances in the rear and side yards. The application is scheduled to be heard on February 6, 2019, by the Board of Adjustment and Appeals.
- Staff attended the Ormond MainStreet Board of Directors meeting regarding a Land Development Code amendment to allow animated wall signage under certain conditions within the Downtown Overlay District. Ormond MainStreet recommended that the Land Development Code amendment include a requirement that animated wall signs be required to obtain a Special Exception. The application is scheduled for the February 7, 2019 Planning Board meeting.
- The Salty Church at 221 Vining Court proposes to construct a new 11,585 square foot building, improved parking and site improvements to the west of the existing building at 221 Vining Court. The building addition includes a 6,457 square foot assembly area. The project shall need a Special Exception amendment and is expected to be heard by the Planning Board on February 7, 2019.
- The Planning Board shall review a land use amendment for 2575 West Granada Boulevard on February 7, 2019. The parcel of land has a land use of "Public Institutional" and was shown as a Church site in the Hunter's Ridge Development of Regional Impact. The applicant is seeking to amend the land use to "Suburban Low Density Residential" to allow one single-family house.
- The Planning Board shall review a Land Development Code amendment on February 7, 2019 to allow Original Artwork Murals on private property under certain conditions within the Downtown Overlay District.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 395 inspections performed within the City (17 by Private Provider).
- 109 permits issued within the City, with a valuation of \$2,511,963.

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
  1. 600 West Granada Boulevard, WaWa. Held a pre-construction meeting for the WaWa site that proposes to construct a 6,119 SF WaWa convenience store with 12 pump fuel canopy and associated site improvements. The work is scheduled to start the week of January 28.
  2. 99 Portland Street, Stor-it expansion. Conducted a pre-application meeting regarding the proposed expansion of the existing Stor-It facility.
- Projects under SPRC review include:
  1. Deerfield Trace, Flagler County utility connection. Review as the utility provider for a Flagler County subdivision.
  2. 814 Hull Road (portion), Lynch Oil. Concept Review. Concept review of a Volusia County project for utility review.
  3. 26 N. Beach Street, FUGU Restaurant. 1<sup>st</sup> submittal. Conversion of a unit at 26 North Beach Street from medical office to a restaurant use.
  4. 125 East Granada Boulevard, Granada Plaza Sewer Rehab. 2<sup>nd</sup> Submittal. This project seeks to remove and replace an existing gravity sanitary sewer system (4" & 6") and replace with a proposed private lift station with 8" main with 6" service laterals
  5. 8 Coolidge Avenue, Coolidge Avenue Office Warehouse. 2<sup>nd</sup> Review. This project proposes 14,607 square feet of office and warehouse square footage. This project was reviewed for historic tree removal by the City Commission. The re-submittal shows a notch in the building to preserve a 43" live oak tree. The modification for the historic tree reduced two units from 1,040 square feet to 949 and 760 square feet.
  6. 88 South Atlantic Avenue, Ocean Club Ormond Beach. 1<sup>st</sup> Review. Demolition of existing building (former Julian's restaurant) and construction of a new retail shop and related site improvements.
  7. 1280 North U.S. Highway 1, S.R. Perrott parking expansion. 1<sup>st</sup> Review. Modification to the existing approved site plan to add 74 parking spaces, a new driveway, and associated site improvements.
  8. 23 Apian Way, Release of Easement. 1<sup>st</sup> Review. Review of a request to release a rear yard drainage easement.
  9. 1345 North U.S. Highway 1, Total Comfort. 2<sup>nd</sup> Review. Office warehouse use with phase 2 to include RV and Boat storage.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	85%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%

Cardinal Drive Beach parking	50%
Chase Bank	0%
Cypress Trails subdivision	50%
Davita Dialysis	70%
For Our Parents ALF	95%
Granada Pointe	65%
Huntington Villas	2%
Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	85%
Lucky's Market	10%
Oasis Church, water line extension	100%
Ormond RC, Fitness Center & Building 1C	30%
Pineland	35%
Plantation Oaks, utility connection	100%
Security First	55%
Shoppes on Granada, Phase 2	50%
Starbucks @ Granada Plaza	5%
Thomas & Betts parking improvements (phase 1)	85%

**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 sf 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.
  
- 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.
  - Staff is working with Team Volusia on a handful of Industry Prospects that are considering locations in Ormond Beach.
  - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff continues involvement in the Ormond Main Street marketing and branding initiative.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 27 companies have been visited.
  - Staff sent the first quarterly e-newsletter campaign for 2019.

### **Finance/Budget/Utility Billing Services/Grants/PIO/Risk Management Projects**

#### **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 \$6.3 million dollars for hurricane Matthew reimbursement.
  - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue. In regards to hurricane Irma, 90% of expenses have been submitted to FEMA for obligation review.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Preparations are underway for the fiscal year 2017-18 audit.
- Completed Projects - Weekly
  - Processed 55 Journal Entry Batches.
  - Approved 17 Purchase Requisitions totaling \$123,923.27.
  - Issued 16 Purchase Orders totaling \$179,807.44.
  - Prepared 146 Accounts Payable checks totaling \$205,752.17 and 31 Accounts Payable EFT payments totaling \$553,939.34.
  - Issued 546 past due notices on utility accounts.
  - Auto-called 226 utility customers regarding receipt of a past due notice.
  - Processed 412 payments through Interactive Voice Response System totaling \$40,714.29.
  - Grant money 2018-19 fiscal year-to-date total received, \$267,000 dollars.

#### **Grants/PIO**

- Press Releases
  - The Great Backyard Bird County (2/16)
  - Mayor's Health & Fitness Challenge Begins February 2<sup>nd</sup>
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended ECHO Committee on site visit.
  - Attended communications meeting.
  - Attended ECHO eligibility meeting.
  - Attended weekly staff meeting.
  - Attended Florida Association of Public Information Officers Symposium at Fire Rescue East.

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

#### Risk Management Projects

- Organizing Mayor's Health & Fitness Challenge
- Managing subrogation claims
- Handling Workers' Compensation claims
- Arranging driver license check service

#### Fire Department

- Weekly Statistics
    - Fires: 4
    - Fire Alarms: 3
    - Hazardous: 4
    - EMS: 62
    - Motor Vehicle Accidents: 11
    - Public Assists: 41
    - TOTAL CALLS: 125
  
  - Aid provided to other agencies: 10 Calls – Daytona Beach (3), Volusia County (7)
  - Total staff hours provided to other agencies: 27
  - # of overlapping calls: 32
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
  - Total EMS patients treated: 46
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 154
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- Training Hours
    - NFPA 1001: Firefighting 22
    - NFPA 1002: Driver 6
    - NFPA 1021: Officer 6
    - NFPA 1500: Safety/Equipment 40
    - NFPA 1620: Preplanning 26
    - EMT/Paramedic 6
    - TOTAL TRAINING HOURS: 106
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- Station Activities
    - Updated 16 pre-fire plans
    - Conducted 4 fire inspections
    - Serviced 38 fire hydrants
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- Significant Incidents
    - 1/19/19, 10:19 PM: 2369 W. Granada Blvd. – Wildland Fire – Responded to a 5 acre brush fire in heavy fuel – Department of Forestry cut lines around fire to contain – crews extinguished and cleared scene at 1:18 AM.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Technician (Finance)
    - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
    - Engineering Inspector (Engineering)
    - Meter Reader (Finance)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)

- Part Time Recreation Leader (Gymnastics/Leisure Services)
- Police Officer (Police)
  
- Applications Under Review
  - Administrative Assistant
  - Building Maintenance Supervisor (Leisure Services)
  - Tradesworker (Building Maintenance/Leisure Services)
  
- Interviews Scheduled
  - Maintenance Foreman (Streets/Public Works)
  - Part Time Events Leader (Events/Leisure Services)
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  - Police Officer (Police)
  - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)
  
- Background/Reference Checks/Job Offers
  - Evidence/Crime Scene Supervisor (Police)
  - Maintenance Worker II (Streets/Public Works)
  - Part Time Maintenance Worker I (PAC/Leisure Services)
  - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
  - Utilities Manager (Public Works)
  
- Separations
  - Engineering Inspector (Engineering)
  - Firefighter/EMT (Fire)
  
- Employee Events
  - Wellness Plan HSA contribution opportunities:
    - Personal Health Assessment events 2-20-19 and 2-21-19
    - Non-tobacco use affidavits accepted through 12-31-19
    - Skin cancer screenings offered through 12-31-19
    - Lunch & Learn events held through 12-31-19
  - Nationwide appointments with employees 2-7-19
  - Blood Drive at City Hall 2-25-19

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project Kick-off meeting with vendor project management and implementation team.
    - 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: 14
  - Completed: 32
  - In progress: 26

- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 62,212
  - Inbound E-Mails Blocked: 43,499
  - Delivered Inbound E-Mails: 18,713
  - Quarantined Messages: 301
  - Percentage Good Email: 30.1%
  - Virus E-Mails Blocked: 4
  
- Notable Events: None.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 9
    - Changes: 0
    - Corrections: 0
    - Map/Information Requests: 17
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 7 : Total in system = 2,548
  - Meters GPS Located this week: 23 : Total in system = 23,580; 22,789 potable, 780 Irrigation, 11 Effluent
  - Notable Events: None

## **Leisure Services**

### **Administration**

- Public Works Staff meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with Engineering regarding Ormond Beach Sports Complex Improvements
- Attended ECHO Grant Presentation
- Met with landscape contractor for weekly updates
- Park visits
- Mayors Health and Fitness Updates

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### **Environmental Discovery Center**

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 145
- Tours were given as needed on Saturday and Tuesday through Friday.
- Two new volunteers received training from two EDC Volunteers on Saturday from 10 am to 12 pm.
- Joan Tague led an Afternoon Winter Walk that began and ended in the EDC parking lot on Saturday from 2 pm to 4 pm.

- A Community Gardens volunteer board meeting was held in the EDC Classroom on Wednesday from 3 pm to 4 pm.
- Artist Holly Esch gave a Natural Paints Watercolor Class outside on Friday from 10 am to 12 pm

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, & Friday at the Sports Complex. Play is at 1 pm daily
- Seabreeze High School Boys & Girls Soccer Teams continued practices this week Monday, Wednesday through Friday at the Sports Complex, Soccer Fields 9 & 10. Girls had no home games while the boys hosted the Districts on Friday at Championship Field 7
- OBYBA Basketball continued games this week at both the Nova & South Ormond gyms, Tuesday through Thursday
- Wendelstedt Umpire School continues this week for the next 3 weeks, Monday - Saturday, 9:00 am – 5:00 pm
- Golden Spikes & Lady Renegades will both began practices this week on Tuesday & Thursday nights at 6:00 pm at the Nova Fields, as well as the Softball Quad at the Sports Complex
- Seabreeze High School Softball will be hosting tryouts on Tuesday and Wednesday at the Softball Quad at 3:30pm

#### 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
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted soccer grass parking lot
- Closed Soccer Fields 5 & 6 for winter rye seeding to take hold
- Painted all corners of soccer fields in preparation for spring painting
- Prepped Wendelstedt Fields daily for Umpire School
- Prepped Championship Field 7 for SHS Soccer Games

#### Senior Center

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

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday: CMT held regular classes Monday through Friday
  - Follies held regular classes Monday through Thursday
  - Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following events:
  - Assisted Living, The Musical, Saturday 3 pm to 4:30 pm and 7 pm to 8:30 pm
  - The Fabulous Hubcaps, Sunday 2:30 pm to 4:30 pm

#### South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Youth Basketball Monday & Wednesday 5:30 pm – 8:30 pm
- PAL tutoring Monday-Wednesday from 3:00 pm-6:00 pm
- MLK Celebration was held on Monday



### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Set up, work, breakdown, OB Life wrap up session.
- Preliminary planning of 2019 events in the months of January through May
  - Reel in the Fun, February 16<sup>th</sup>
  - Art in the Park, May 4<sup>th</sup> & 5<sup>th</sup>
  - Memorial Day Remembrance Service, May 27<sup>th</sup>

### Gymnastics

- Registration is open for February/March session
- January session in progress
- Open Gym, Friday, January 18, 6:00 pm-8:00 pm

### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch met on Wednesday from 10:00 am-1:00 pm
- Explore the Arts started on Wednesday from 4:00 pm-5:00 pm
- Basketball League games Monday – Friday from 6:00 pm – 9:00 pm

### The Casements

- Tours were held at The Casements at 9:30 am and 10:30 am on Saturday
- A wedding ceremony and reception was held on Saturday in Rockefeller Gardens and inside The Casements from 2:00 pm - 10:00 pm
- Herb Society met at Bailey Riverbridge on Saturday from 9:00 am - 12:00 pm
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am - 12:00 pm
- Coordinator met with a potential bride on Monday at 9:30 am
- Janet Rogers Watercolor Workshop took place Monday-Friday at The Casements from 9:00 am - 4:00 pm
- A guild board meeting took place on Tuesday from 10:00 am - 12:00 pm
- Greek Cooking Class took place on Tuesday from 4:30 pm - 8:30 pm
- A Guild general meeting took place on Wednesday from 10:00 am - 12:00 pm
- The Ormond Beach Garden Club held a meeting on Thursday from 10:00 am - 1:00 pm
- Greek Cooking Class took place on Thursday from 4:30 pm - 8:30 pm
- Carolyn Land's exhibit strike took place on Friday from 9:00 am - 11:00 am
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am - 9:30 am
- Yoga took place on Tuesday and Thursday from 10:00 am - 11:30 am

### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced pick fence at Magic Forest Park
- Installed new memorial bench at Riviera Park
- Rebuilt damaged walkway on playground at Riverbend Park
- Removed fallen tree on Cherrywood Trail
- Secured loose boards on Riverbend Dock
- Repaired wood sidewalk on Riverwalk Way
- Replaced missing pickets on Joyce Ebbets Pier in Central Park

### 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 the Weekly Staff Meeting
- Staff attended Martin Luther King, Jr. breakfast
- Staff attended SWAT team leader school
- Staff attended OB Life meeting
- Staff hosted police applicant interviews

#### Community Outreach

- Youth Director Council (YDC)  
Six (6) members of the YDC participated in the MLK breakfast on Monday, January 21, at the South Ormond Neighborhood Center. Members said the "Pledge of Allegiance" and assisted serving food during the breakfast and cleaning up after the event.
- OBPAL Basketball  
Basketball practice was not held this week due gym availability. Practice schedules are being reviewed and will resume in the next 2 weeks. League play will begin the end of January. The first tournament of the season will be The State of Florida Association of Police Athletic Leagues Annual Tournament.
- OBPAL Educational Programs  
OBPAL spring educational programs will resume the first week in February. Spring programs include Tutors R Us, R.E.A.D., Reading, Exploration Adventure and Discovery, Do the Right Thing and Reading with a Cop.
- OBPAL Third Annual Donut Dash 5K  
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27, 2019. The event will begin and end at the back of The Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. On-line registration for the OBPAL Donut Dash 5k is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>. For more information and sponsorship opportunities please call 386 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 52
- Animal Reports: 5
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 12
- Cases Exceptionally Cleared: 5
- Inactive: 2
- Fraud: 9
- Burglary Business: 0
- Burglary Residential: 4

- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 2
- Vandalism: 2

#### Records

- Walk - Ins / Window: 99
- Phone Calls: 78
- Arrest / NTA'S: 25
- Reports Generated: 125
- Reports Entered: 100
- Citations Issued: 61
- Citations Entered: 52
- Warnings Entered: 45
- Trespass Warnings: 18
- CORF Entered: 85
- Mail / Faxes / Request: 21

#### Patrol

- Total Calls: 1,253
- Total Traffic Stops: 138

#### Operations

- Crime Opportunity Report Forms: 85

#### 01/16/2019

- Burglary Residence, 78 North Saint Andrews Street. Subject deceived the victim into letting them into the home for an inspection.
- Larceny, 189 Ann Rustin Drive. Known subject stole an iPad.
- Carbreak, 440 North Nova Road (Rainbow Park). Window was smashed to make entry. A purse was stolen.
- Aggravated Assault, 100 Block Williamson Boulevard. A subject displayed a firearm during a road rage incident then left the scene. The victim obtained a tag number and the case is being investigated.
- Carbreak, 195 West Granada Boulevard (Maria Bonita). Window was smashed to make entry. A purse was stolen.
- Carbreak, 100 South Atlantic Avenue (Stonewood). Window was smashed to make entry. A purse was stolen.
- Carbreak, 25 Riverside Drive (Casements). Window was smashed to make entry. A straw bag and seat covers were stolen.
- Resisting Arrest, 100 Osceola Avenue (Osceola Elementary). A subject was sleeping on the property. When contact was made, the subject attempted to push past the officers.
- Warrant Arrest, 700 Block West Granada Boulevard. Subject with a warrant was contacted.

#### 01/17/2019

- Burglary Residence, 378 Collins Street. Subject entered the home by breaking a window and stole items.

- Larceny, 208 Central Avenue (Pace Center). A cell phone was stolen and was later returned to the victim.
- Warrant Arrest, 19 North Yonge Street #18. Subject with open warrants was contacted at the residence.
- Battery/Domestic Violence Arrest, 100 Block John Anderson Drive. Juvenile subject was arrested for battering a family member.
- Narcotics Arrest, 1657 North United States Highway One (Baymont Inn). Subject was arrested for possession of cocaine and marijuana.

01/18/2019

- Warrant Arrest, 1301 Granada Avenue (Daytona Beach). Subject with a warrant was contacted at this residence.
- Battery/Domestic Violence Arrest, 14 Crooked Tree Trail. Subject battered a family member.
- Traffic Arrest, 393 West Granada Boulevard (Fletchers Irish Pub). Subject was stopped for a traffic violation and arrested for Driving Under the Influence.

01/19/2019

- Larceny, 454 South Yonge Street #5 (Gold Standard Relocation). Two (2) ex-employees stole a customer list to start their own company.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed over \$200 in merchandise and was stopped by loss prevention.
- Carbreak Arrest, 601 Hammock Lane (Central Park). Unsecure vehicle was entered by a known subject and cash was stolen. The subject remained on-scene and was arrested.
- Battery, 1608 North United States Highway One (Days Inn). Several subjects were in a fight, however, everyone involved declined to press charges.
- Battery/Domestic Violence Arrest, 505 South Atlantic Avenue (Lotus Inn). Subject battered a family member and was arrested.
- Narcotics Arrest, 300 Block West Granada Boulevard. A traffic stop found marijuana in the vehicle.
- Narcotics Arrest, 600 Block Division Avenue. Subject was contacted and in possession of marijuana and paraphernalia.

01/20/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for stealing over \$200 in merchandise.
- Carbreak, 601 Hand Avenue (Central Park). Entry was made by smashing a window and over \$1,000 in cash was stolen.
- Battery/Domestic Violence Arrest, 700 Block Hand Avenue. Subject battered another at this location.
- Stolen Vehicle Arrest, 145 East Granada Boulevard (Granada Plaza). Subject was found sitting inside a stolen vehicle that also had narcotics in the vehicle. The vehicle was stolen from Jacksonville.
- Larceny Arrest, 241 North United States Highway One (Pirana Grill). Subject ordered a large amount of food and then declined the charges on the items they had. This was the 13<sup>th</sup> time this subject committed the act this month.
- Battery/Domestic Violence Arrest, 1515 San Marco Drive # 301. Subject slapped a family member and was arrested.

01/21/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for all the items in the self-checkout line.
- Carbreak, 440 North Nova Road (Rainbow Park). Vehicle was entered by smashing a window. A purse was stolen.
- Carbreak, 440 North Nova Road (Rainbow Park). Vehicle was entered by smashing a window. A purse was stolen.

01/22/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Vandalism, 440 North Nova Road (Nova Community Center). Items in the park were spray painted by an unknown subject.
- Burglary Residence Arrest, 1000 Block North Beach Street. A subject walked into an off duty officer's garage then attempted to make entry into the home. The subject fled the scene but was found.
- Warrant Arrest, 1500 Block West Granada Boulevard. Subject with a warrant was contacted.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 24
  - Number of Uniform Traffic Citations Issued: 28
  - Number of Written Warnings Issued: 4
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 6
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Case initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated
- 4 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and sixty-three (63) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- Construction activity on the project to rehabilitate the parking lot for the air traffic control tower began this week. Crews were on site to mill, grade, and prepare the existing asphalt surface prior to installation of new asphalt.
- Construction activity on the project to improve the public use heliport continued this week. Construction crews were on site to begin excavation and grading work for the new access road, taxiway connection, passenger ramp, and automobile parking areas.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor has completed installation of new asphalt pavement to restore the entire Runway 8/26 surface and the intersection of Runway 8/26 and Runway 17/35. The new pavement will be allowed to cure prior to grooving the pavement and the application of final runway markings. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 is open for normal operations.
- Staff has completed review of the 60% design documents for the project to design extensions of Runway 8 and Taxiway Alpha. Comments have been provided to the design engineer for incorporation into the 90% design documents.
- Staff has been informed that the FDOT Statewide Airfield Pavement Management Program inspection for the airport is scheduled to occur next week. Staff has provided the FDOT consultant with construction plans for the Runway 8/26 rehabilitation project as supplemental information. The inspection is simply visual and is conducted on foot in coordination with the control tower, as traffic permits. Inspection personnel will be equipped with radios and safety vests while working on the airport.

- The next meeting of the Aviation Advisory Board will occur on January 28 at 7:00 pm in the Training Room at City Hall.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for the end of February.
    - Ormond Crossings Utility Extensions – Hydrant testing was performed and two of the four fire hydrants exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete in mid-May.
    - Forest Hills Connector Trail – The ten foot wide path has been constructed to within thirty feet of Granada Blvd., the contractor has installed all conduit and hand holes for the trail lighting and future fiber optic. Installation of light poles has commenced.
    - 2018 Road Rehabilitation-Resurfacing – Paving is complete in the Main Trail area. Permanent striping and stop bars will be placed in the next few weeks.
    - Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
    - MacDonald House – Work on the southwest tower wall is complete. Staff is working with A.M. Weigel on reviewing project costs to scale this work up for the entire building.
    - Fishing Pier Repair – Approximately 95% of the new piles have been installed. Decking and handrails along with the electrical conduit are being installed.
    - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. The Notice to Proceed was issued for January 14<sup>th</sup>.
    - Coquina Court Drainage – A pre-construction meeting was held, work is anticipated to begin after Race Week.
    - Storm and Sewer Lining – Phase 2 – Year 2 work was approved, a Notice to Proceed will be issued once the Year 1 work is complete.
  - Bidding
    - Cassen Park Public Dock and Breakwater – The project bids were opened. Eight bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff will be reviewing the bids and qualifications prior to recommending award.
    - WWTP Sludge Dewatering Improvements – Project has been advertised for bids. A pre-bid meeting was held. Bids will be opened on January 22.
    - Water Plant Upgrades – A pre-bid meeting was held on January 8, bid opening is scheduled for January 22.
    - A1A Force Main Repair – A pre-bid meeting was held on January 23, and bid opening is scheduled for February 12.
    - Breakaway Trails Storage and Pumping Improvements – The project was advertised for bids on January 13; a pre-bid meeting will be held at City Hall on January 31.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A disposition item for approval to bid is scheduled for the February 5 City Commission meeting.
  - Design Projects:
    - North US1 Water Main Improvements – The Consultant has submitted final plans, staff met with Consultant to review.
    - WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by February/March.
    - Fleming Ave Stormdrain Improvements – The City Commission approved the design Work Authorization, Consultant has completed the survey work and is moving forward with design.

- Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review. A SJRWMD permit has been issued.
  - Cassen Park Improvements (Paving and Restroom Replacement) – SJRWMD permit has been issued. SPRC comments are being addressed.
  - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – A preconstruction meeting was held January 16. Construction is set to begin January 21. Awaiting pole height approval from FAA.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will provide funding in June 2019.
  - Secondary Raw Water Main – The Consultant is working on plan revisions.
  - Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT has signed off on the plans. Project will be advertised for bids early 2019.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
  - Fleming Avenue Stormwater Pump Station – Staff is working with the selected Consultant on the scope of work and negotiating the design fee.
  - HVAC Replacements – City Hall, SONC, The Casements – The Consultant is generating final plans and bid documents for review by City staff.
  - Nova Community Park Underground Electric Utilities – Met with Consultant to review 50% plans. Final plans will be complete early February.
  - The Casements North Side Improvements – The Consultant has received Work Authorization to begin design.
  - Stormwater Master Plan Update - 2019 – A pre proposal meeting is scheduled for January 22, an RFQ proposal opening is scheduled for February 12.
  - 2019 Communication Infrastructure – Engineering and IT staff met to discuss and plan the project to extend Fiber Optic service from its current termination at Division Avenue and Old Kings Road to Fire Station 92. Engineering staff has begun preparation of Plans and Bid Specifications.
- Departmental Activities
    - Continued to prepare for storage non-digitized plans and as-built files.
    - Reviewed daily Engineering Permit applications through the ProjectDOX system.
    - Created a map of the North US1 water and force main project showing the utility improvements and future development projects in the area.
    - Checked Cassen Park bids for math errors, per Project Manager's request.
    - Began working on plan set for Fiber Optic Improvements from Division Avenue to Fire Station 92.
    - Created a County Use Permit plan set for 9 Ocean Breeze Circle water service.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Pour 3 concrete slabs 5x5 – 400 block S Center St
- Recycling asphalt & concrete – Public Works
- Ground sidewalks – Spring Meadows
- Pulled forms & cones / backfilled dirt – 400 Block S Center St, & Wilmette
- Concrete pour, 3 sections of sidewalk - Wilmette
- Pulled cones – Tiffany Cir
- Finish concrete prep – S Center St

### 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

- Trimmed around light pole (jasmine) – Overbrook

#### 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
- Assisted Storm Water hauling fill dirt – Public Works

#### 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
- Installed & delivered signs for event held on Monday at SONC

#### Stormwater Maintenance

- Gates & pumps inspections – citywide
- Locates & basin inspections – citywide
- Yard work – Public Works
- Sweeper – Northbrook area & citywide
- Locates & hotspots – citywide
- Moving lime (for water plant) – Leeway Trl
- Parking lot – Public works

#### Street Sweeping/Streetsweeper (4 days)

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

#### Fleet

- Mileage traveled by all departments for the week: 20,760
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3
  - Non-Emergency Vehicles and Equipment: 11
- Road Calls for the week: 2
- Quick Fleet Facts:
  - Fuel on hand: 10,156 gallons unleaded, 5,953 gallons diesel
  - Fuel used in one week: 1,843 gallons of unleaded and 676 gallons of diesel.
  - Fleet completed 43 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – The bid opening is scheduled for February 14, 2019.
  - Breakaway Trails Yard Electrical and Pump Upgrades - Upham FPL easement sketch and legal description has been uploaded to Minute Traq for presentation at the February 19<sup>th</sup> City Commission meeting.



- Leeway Storage Tank and Pump Station Rehabilitation Project – Consultant is revising plans to incorporate design review comments.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Contract documents are prepared. A preconstruction meeting is being scheduled.
- Security First Offsite Water Main Improvements – Zev Cohen increased the size of the jack and bore steel casing pipe under the FEC railway ROW from 18" to 20" to accommodate the 12" water main and 2" fiber optic carrier pipes.
- Shadow Crossings Reuse Pump Facility Upgrades – Work Authorization approved at January 23<sup>rd</sup> City Commission meeting.
- WTP Elevated Water Tank Rehabilitation – A meeting to discuss the antenna placement to provide service during rehabilitation was held on 1/17/19. Contractor will meet City's antenna installer to determine placement of antennas on the exterior of the tank shell.
- Water Tank Inspection and Cleaning Services – Cleaning and inspection is completed. Reports were distributed for review. Contractor damaged the generator silencer. An estimate for repairs was obtained from Fleet.
- Utilities SCADA Upgrades (Software Purchase RFP) – Software has been purchased and invoice processed per terms of the agreement.
- SCADA Integration Services RFP – Resolution to recommend contract award to Star Controls was approved at the January 23 City Commission meeting.
- WTP LPRO Membrane Replacement – Bids were received from three contractors. Aerex Industries, Inc. is the low bidder. An award recommendation memo was submitted for the February 19<sup>th</sup> City Commission meeting. A work authorization is being prepared for McKim & Creed to perform construction administration services.
- WWTP Influent Pumps VFD Replacement – VFD shop drawings submittal #3 has been reviewed and returned to the contractor for corrections on January 22.
- WWTP Operating Permit Renewal – Draft application is anticipated the end of January.
- 9 Ocean Breeze Circle – Volusia County Use Permit application is being reviewed by Engineering.
- 38 Seacrest and 695 N Beach – Use Permit Applications are being reviewed by Volusia County.
- SPRC Projects (Utilities Review)
  - Ocean Club, 88 South Atlantic Avenue – Plans were posted on project dox for review.
  - Stor-It, 900 Portland Street – Met to discuss preliminary site clearing and drainage swale connection options.
  - Volusia County Off Beach Parking, 630 S Atlantic – The engineer's request to use a 4-inch service connection to a 4-inch lateral is under evaluation.
  - WaWa, 600 W Granada – Attended a preconstruction meeting for the project.

#### Water Treatment

- Delivered 41.65 million gallons for the week ending January 18, 2019 (6.04 MGD).
- Backwashed 9 filters for a total of 523,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2018 @ 6.169 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Repaired SCADA filter controls.
- Preparing for sludge removal from sludge pits.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.60 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.80 MGD.
- Produced 33.60 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.

- Most recent annual period ADF Rates (December 1, 2017 – November 30, 2018) (MGD): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 1.80 MGD (Permit 6 MGD); Reuse 3.44 MGD (Permit 10 MGD)
- Hauled 94.04 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 29 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 25 water service leaks.
- Installed 7 new residential water services.
- Replaced 6 residential water meters per Finance work orders.
- Performed pressure testing on 6 city owned backflow preventers. Repaired 2 and installed a new back flow preventer on irrigation.
- Replaced 9 broken meter boxes.
- Replaced 6 water service due to low pressure or leak concerns.
- Performed maintenance activities on 7 fire hydrants on the beachside.
- Performed accuracy testing on a 6" commercial water meter. Scheduled 6 meters for testing.
- Performed flushing activities on Santa Fe Dr., Calle Grande Dr., S. Nova Rd., The Villages subdivision, Reflections Village subdivision, Sandy Oaks Dr., Mallards Reach subdivision
- Repaired landscaping (sod) in 5 locations due to water main leaks.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 106 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 3 reuse trouble calls.
- Removed air from 8" force main on A1A.
- Replaced and rewired PEP pump at 31 Peruvian Ln.
- TV'ed main at 10 Tiffany due to depression in road, found cracked main, will schedule for repair.
- Replaced PEP pump, rewired and installed riser at 4 Bent Stream Way.
- Responded to no reuse complaint at 4 & 6 Creek Bend Way. Pressure is good at point of service. Customer issue.
- Located reuse connections at 4 & 6 Cantilever Ct. Customer reported possible leak. No leak on City side.
- Responded to new PEP alarm at 4 Bent Stream. Adjusted floats and advised customer not to over irrigate as water was draining into PEP system.
- Cleaned 500' of 8" gravity main in 1400 blk. of Oak Forest Dr.
- Excavated sanitary service at 337 W. Granada Blvd. (Moe's) due to depression behind sidewalk. 6" cast iron service missing 2-3" of pipe along bottom. Need to replace entire line. This will require opening W. Granada Blvd. Will need a FDOT Permit.
- Replaced PEP pump and completely rewired system including control box at 114 Shadow Creek Way.
- Located PEP system at 23 Foxfield Look for contractor.
- TV'ed service at 65 Grey Dapple Way. Roots growing into tee and back lid. Called locates.
- Televised 9 sanitary services from work orders. Found 4 with roots, cleaned with Harban.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 37 psi, Ocean Mist Hotel 31 psi, Ormond Mall 11 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

#### Wastewater Plant – Lift Stations

- Chlorine Residual Meter, called out by operator on shift, chlorine residual meter not working, plumbing damaged, repaired, turned back over to Operations and placed back online, ok.

- 1P - Called out by Collections, manholes in area are all full, wet well is high, no pumps running, found FPL power down, no WIN911 call for power outage or for high level, supported power outage with generator, contacted FPL, power restored without further incident, ok.
- Tea Cup #1, unclogged debris in tea cup.
- 9M, duplexer not alternating, found bad wiring, traced wiring and re-landed accordingly, now alternating properly, watched station pump down in automatic and cycle through alternation, will monitor.
- Centrifuge #1, main bowl drive motor not working, found to be problem in control cabinet with PLC, removed parts from unit #2 that has faulted bowl motor, installed parts and placed unit back online.
- 5M, met Collections Division on site to support contractor as needed and monitor station during contractor work.
- Centrifuge #2, began disassembly of main drive motor and belt pulley/hub assembly.
- Reaeration Tank, deragged Submersible Aerator #1, and #2 South.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 2P, high level, found controls nonresponsive, found floats hung up in wet well and not able to flip, relocated floats, station now operating fine, watched station pump down and cycle through alternation, ok;
- SCADA monitor/response: Towne Square, high starts, clean probe, ok; San Marco, high starts, found both check valves bypassing, deragged, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM's: Carrousel Surface Aerators, #1S, #2N, #2S.
- Lift Station PM's: 14 monthly performed and 0 annual.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- North aerator blower, keeps tripping out, Megged good, electrical test show motor as good, motor trips out once every 2 days or so. Possible bad thermals.
- Sand filters, replaced two PLC analog output cards and PLC PB4 power supply. Tested backwash from SCADA with Operations, ok.
- Made modifications to CCTV fiber network in PLC-2 cabinet to allow for 9 more camera installations at the sand filter building.
- Lime Softening Odor Control, water leak noted at cement pad causing soil erosion, excavation being scheduled to identify leak.
- Lime Softening Aerator Blower, blower motor tripped, reset thermal overloads, will monitor.
- Well 28H, not responding, reset starter, returned to service.
- PM's: Hudson wells 22, 23, 24, 31, 33, 34; B.A.T. wells 2, 3, 4.

#### Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Staff provided all the requested information to the consulting engineer for the permit application, as well as providing an in depth tour of the facility. Staff contacted the consulting engineer who informed the City that a draft should be complete in approximately 2 weeks.
- SJRWMD Breakaway Trails Irrigation Report – Staff began organizing the data and information to produce the Breakaway Trails Irrigation report. The report highlights the reuse water utilized by the subdivision in lieu of groundwater. The report is required as part of the Consumptive Use Permit by the SJRWMD.
- Cross Connection Control Program – Staff is constantly updating the database to correct errors and omissions. The City's backflow device compliance is currently 82%.
- Annual Industrial Pretreatment Report – Staff is compiling the information to produce the annual IPP report. The report is required by the FDEP to provide an updated status of the program. The report must be submitted by February 1, 2019.
- Wetlands Monitoring Report – Staff is procuring a quote from one of the City's contracted environmental consultants to perform the field analysis necessary to complete the Wetlands

- Monitoring Report. The report is a requirement of the SJRWMD in the WTP's CUP. The report interprets the impact of the 7 production wells in the Rima Ridge wellfield on the wetlands.
- Industrial Pretreatment Program – Staff issued a Notice of Violation (NOV) to one permitted industry who had two violations from the last monitoring period. The NOV outlines their required response rectify the violations.

**Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Assistant City Clerk attended OB Life meeting on January 22, 2019
- Staff attended and provided support for January 23, 2019, Recycling Workshop and City Commission Meeting