

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 11, 2019

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 senior staff
- Reviewed agenda packet

Spoke to, attended and/or met with:

- State of the City
- Public Administration Advisory Board conference call
- Tiger Bay Board meeting

PIO – Public Information

- Press Releases/Media
 - Mondays with the Mayor
 - State of the City Video
 - General citizen and media inquiries and interviews
- Social Media
 - OBFD Kitty Rescue
 - Trunk or Treat at The Casements
 - Best Tacos in Town (more than 500 votes for Topsy Taco!)
 - Holiday Parade Announcement
- Attended
 - Trunk or Treat at The Casements
 - Community Network Meeting
 - US Census Meeting
 - State of the City 2019
 - Reuse Water Meeting
- Developing
 - Mondays with the Mayor Launch with Starbucks (they officially switch to paper straws for the events)
 - One Less Student Campaign
 - Resuse Water Education Efforts

Community Development

Planning

- Attended and presented Comprehensive Plan amendments related to the first amended Interlocal Service Boundary Agreement at the Planning Board meeting.
- City staff has received a Comprehensive Plan amendment from the Volusia County Growth Management Commission from the City of Daytona Beach regarding the parcel F land area of 990

acres located south of West Granada Boulevard across from the Hunter's Ridge development. The amendment seeks to increase residential units from 2,539 to 7,500 or an increase of 4,961 units and maintain the 3,319,688 square feet of commercial uses. Staff has made comments to the Volusia County Growth Management Commission requesting additional information.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 382 inspections performed within the city (51 by private providers).
- 97 permits issued within the city, with a valuation of \$1,742,794.

Development Services

- Salty Church expansion at 221 Vining Court and Extended Stay America at 275 Interchange Boulevard are both expected to start construction within the next 7 to 10 days.
- The Site Plan Review Committee conducted a pre-construction meeting with Modern Wash/Cloud 10, located at 520 West Granada Boulevard.
- Projects under SPRC review include:
 1. 1345 North U.S. Highway 1, Total Comfort. 1st revision to the approved site plan. Revision of west building, relocation of lift station, and two gas tanks and driveways.
 2. 1190 North U.S. Highway 1, Edgewell Loading Dock - North End. Site plan to add a new loading dock.
 3. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 4th review. Site plan to expand existing boat and RV storage facility with 106 parking spaces, associated site improvements, and stormwater outfall swale.
 4. 201&205 Sandoval Drive, Pineland Subdivision model home. 1st review. Create parking area for proposed model home within the Pineland subdivision.

Project	% Complete
101 Town & Country Lane	0%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	40%
Broadwater Bridge	55%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	pending
Extended Stay America	pending
Granada Plaza sewer improvements	60%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Modern Wash	pending
Oceanside Golf and Country Club (seating)	50%

Ormond Beach Surf Style	80%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	50%
Salty Church	0%
Security First	88%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	5%
WaWa	90%
Residential	
Cypress Trails subdivision	80%
Huntington Green	50%
Huntington Villas	50%
Pineland residential subdivision	75%
Deerfield Trace	40%

Economic Development

- Ormond Crossings
 - Security First Managers is nearing completion of the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move into the facility.
 - 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.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several 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 to partner with and help host Startup Grind Ormond Beach. The most recent installment was held on 10/8/2019 featuring Kevin Kyle of Germfree.
 - Staff attended the State of the City event at Halifax Plantation.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - To date the City has been reimbursed for sixteen (17) Project Worksheets totaling \$373,981.97.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Tentative millage rate and proposed 2019-20 budget were completed.
- Completed Projects - Weekly
 - Processed 146 Journal Entry Batches.
 - Approved 50 Purchase Requisitions totaling \$1,606,750.28.
 - Issued 60 Purchase Orders totaling \$1,254,247.53.
 - Prepared 119 Accounts Payable checks totaling \$530,281.05 and 46 Accounts Payable EFT payments totaling \$1,199,573.31.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 0 payments through Interactive Voice Response System totaling \$0.
 - Grant money 2019-20 fiscal year-to-date total received, \$0.
 - Prepared 375 Direct Deposits totaling \$522,910.80.
 - Transferred IRS 941 payment of \$174,338.32.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working on closeout documents for various FDOT airport grants.
 - Continued working with staff and the Ormond Beach Historical Society on a potential ECHO grant request for the MacDonald House. Approval of submittal is planned for the November 5 City Commission meeting.
 - Submitted quarterly COPS 2016 report and reimbursement request.
 - Grant reimbursement requests for FY 18-19: \$4.1 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended and assisted with State of the City event.
 - Prepared quarterly Neighborhood Improvement Advisory Board (NIAB) agenda for its October 17 meeting.

Risk Management Projects

- Continued design of peer support program for first responders
- Webinars: DFWP and ADA
- Finalize editing for safety manual

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 92
 - Motor Vehicle Accidents: 6
 - Public Assists: 54
 - TOTAL CALLS: 163

 - Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (5)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 34
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 82
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 105
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- Training Hours
 - NFPA 1001: Firefighting 32
 - NFPA 1002: Driver 3
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 43
 - NFPA 1620: Preplanning 16
 - EMT/Paramedic 26
 - TOTAL TRAINING HOURS: 124
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- Station Activities
 - Updated 12 pre-fire plans
 - Conducted 3 fire inspections
 - Participated in the Annual Tomoka State Park Festival
 - Provided a tour of Station 92 to 25 children from Riverbend Academy
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- Significant Incidents
 - 10/3/19, 12:40 AM: W. State Rd. 40 / Conifer Ln. – Motor Vehicle Accident – Responded to a one vehicle accident – driver lost control and drove into trees – one patient airlifted to the hospital.
 - 10/8/19, 10:30 AM: 824 Fleming Ave – Structure Fire – Responded to a dryer fire – upon arrival found heavy smoke throughout home – fire extinguished and dryer removed – search conducted for owners missing cat and found on second floor in respiratory distress – oxygen was given using an animal mask – cat responded after several minutes and left in homeowners care.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Mechanic III (Fleet/Public Works)
 - Office Assistant III (Nova/Leisure Services)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Plant/Pump Mechanic (Utilities/Public Works)
 - Police Officer (Police)

- SCADA/Instrumentation Tech Temporary 10/19 – 5/20 (Equipment Maintenance/Public Works)
- Senior Planner (Planning)
- Senior Staff Accountant (Finance)

- Interviews Scheduled
 - Office Assistant II (Records/Police)
 - Recreation Center Coordinator (EDC/Leisure Services)

- Background/Reference Checks/Job Offers
 - Office Manager (Support Services)
 - Police Officer (Police)

- Separations
 - Maintenance Worker II (Stormwater/Public Works)

- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Flu Shots: October

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project went live 9/30/2019. Working through minor issues as they are discovered.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.

 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

 - Work Orders
 - New: 23
 - Completed: 61
 - In progress: 29

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,254
 - Inbound E-Mails Blocked: 19,288
 - Delivered Inbound E-Mails: 18,966
 - Quarantined Messages: 307
 - Percentage Good Email: 49.6%
 - Virus E-Mails Blocked: 2

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 12
 - Changes: 44
 - Corrections: 0

- Map/Information Requests: 10
- Information Requests from External Organizations: 10
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 2,693
- Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
- Notable Events: Attended kick-off meeting for County wide addressing committee comprised of Volusia County's various addressing authorities to discuss National Emergency Number Association (NENA) addressing standards.

Leisure Services

Administration

- Park visits
- Janitorial Services meeting
- Ormond Live 2
- State of the City: prep work and attended
- Fee schedule meeting
- SONC fitness station meeting
- Signage meeting at Ormond Elementary

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- Upcycled Autumn Art Program, Saturday, 10 am to 12 pm
- Elementary Explorers Bats Program with EDC staff and volunteers, Saturday, 2 pm to 3 pm
- Bats: Myth & Reality: Shari Clark, Florida Bat Conservancy, Wednesday, 10 am to 11:30 am
- Bones Program, Emily Murray. Florida Public Archaeology, Thursday, 11 am to 12 pm
- Little Learners Bats Program with EDC staff and volunteers, Friday, 10 am to 11 am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday through Wednesday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride Football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad. Tee Ball has games on Thursday night at the Sports Complex on the Tee Ball Fields at 5:30 pm.
- Youth Flag Football continued games this week Monday through Friday at 5:30 pm, 6:45 pm and 7:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.

- Youth Volleyball continued this week with 50 participants signed up. They practice Monday and Wednesday from 5:30 pm to 8:30 pm.
- SHS baseball continued its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- SHS JV had their final home football game on Friday night at 6 pm at the Sports Complex on Championship Field 7.
- Staff prepared for Pop Warner football games on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.
- Staff prepared for OBSC recreation soccer games on Saturday at the Sports Complex on Soccer Fields 1-6 and 8-10.

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
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-6 and 8-10
- Prepared Championship Field 7 for SHS and Pop Warner football games
- Prepared Coed Field 7 for Coed Softball League
- Put up batters eyes on baseball fields removed due to hurricane
- Painted grass parking lot by Soccer 9
- Prepared four Tee-Ball Fields for games on Thursday

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes as part of its regular operations:
 - Monday, Tuesday and Thursday: Kopy Kats held on stage rehearsal
 - Monday through Friday: CMT held regular classes
 - Thursday: Show Club Chorus held regular classes
- The Performing Arts Center is preparing to host the following events:
 - Kopy Kats Musical Revue: Friday and Saturday, 7:30 pm to 10 pm and Sunday, 2:30 pm to 5:30 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Activity Room rental Sunday
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- YMCA soccer Monday, Tuesday and Friday
- Youth basketball practice Wednesday and Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assist with State of the City event including set up and breakdown

- Preliminary planning tasks and assignments for Employee Appreciation, Veteran's Day Luncheon, and Hometown Heroes Ceremony
- Assisting with Senior Games tasks

Gymnastics

- October session in progress
- October registration is open

Nova Community Center and Special Populations

- FitGyms conducted their personal 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 continued to meet at various times throughout the week.
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday, Wednesday and Friday at various times from 4:30 pm to 7:30 pm.
- Coed Volleyball met on Monday and Wednesday from 6 pm to 8 pm.
- Challenger Soccer began on Tuesday from 5 pm to 6 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program continued on Wednesday from 4pm to 5pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- The Historic Loop Bus Tour visited The Casements at 9:30 until 10:00 am.
- The 2nd Annual Ormond Live 2019 was held at Rockefeller Gardens and the north lawn of The Casements on Saturday from 10 am until 10 pm.
- On Sunday from 10 am until 12 pm Missing Peace met at Bailey Riverbridge.
- A bridal shower was held on Sunday from 1 pm to 5 pm at Bailey Riverbridge.
- The House of Healing had a meeting at Bailey Riverbridge on Sunday from 7 pm to 9 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- On Tuesday the Missing Peace group met at Bailey Riverbridge from 4 pm to 5 pm.
- On Tuesday a read through of the Murder Mystery was held at The Casements from 6:30 pm to 8:30 pm.
- On Friday The Casements was preset for a wedding from 8 am to noon.
- A wedding party held a rehearsal from 4 pm to 5 pm in Ormond Memorial Art Gardens on Friday.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Constructed shelf for archery storage
- Installed new pad at Nova Gym
- Delivered worn flags to the American Legion
- Purchased and installed new hose hangers at Community Gardens
- Replaced board at Birthplace of Speed
- Tagging removed from park area
- Tree removal from sidewalk

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
- Covered mats at Gymnastics Center

- Troubleshoot Airport gate
- Replaced baby changing station at Fortunato Park
- Cleaned up recycling area in Public Works
- Replaced GFI at Public Works
- Replaced mister solenoid at Osceola Park
- Troubleshoot A/C at various City facilities
- PAC ceiling tiles replaced
- Unpacked and tested new holiday decorations
- Cleaned and organized the shop electrical bins
- Replaced the vault batteries at the Airport
- Replaced the CAT - 5 wire at PAC
- Ice machine preventive maintenance
- Replaced inverter filter at The Casements
- Continued Christmas tree verifications
- Airport taxi and runway lights repaired
- Repaired the front gate key pad at the WTP
- Greenhouse gate repaired at Ormond Memorial Gardens
- Fortunato men's room toilet repaired
- Repaired the water mister at Ormond Memorial Gardens
- Breakaway Trails doorknob and lock changes

Police Department

Administrative Services

- Staff attended Crimeview presentation
- Staff was an evaluator for the Daytona State College Line Supervision Course
- Staff performed a walk-through of Flagler County EOC
- Staff attended in-service training
- Staff hosted weekly staff meeting
- Staff attended State of the City presentation

Community Outreach

- Youth Leadership Council (YLC)
 - Ten (10) members of the YLC attended a meeting on Sunday, October 6, to review upcoming community service projects. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams. Twelve (12) boys and two (2) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
 - The OBPAL *Tutors R Us* afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week, 18 students attended each day of the program.
 - Science on Patrol at Ormond Beach Middle School began on Monday, October 7. Currently, twenty-eight (28) students are pre-registered for the 10 week program. Classes are offered Monday and Thursday after school from 4:20 p.m. to 5:45 p.m.
 - Science on Patrol at Ormond Beach Elementary School began Thursday October 10th. Applications and registration will be finalized the first day of the program.
- OBPAL Annual Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club on Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. Daytona Auto Mall, Metra Electronics, Roto-Rooter/The Elkins Family, Fields BMW of Daytona and Hometown News are platinum sponsors for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal calls responded to : 44
- Animal Bite: 1
- Animal Reports: 3
- Animals to Halifax Humane Society: 4
- Dogs: 1 Cats: 3
- Animal Citations: 1
- Trap Neuter Release: 3

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 12
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 2
- Assaults: 2
- Police Information: 2
- Suspicious Incident: 1
- Found property: 1

Records

- Walk - Ins / Window: 140
- Phone Calls: 107
- Arrest / NTA'S: 15
- Citations Issued: 62
- Citations Entered: 49
- Warnings Entered: 73
- Trespass Warnings: 34
- Reports Generated: 117
- Reports Entered: 90
- Mail/Faxes/Requests: 30
- CORF Entered: 64

Patrol

- Total Calls: 1322
- Total Traffic Stops: 122

Operations

Crime Opportunity Report Forms: 68

- 10/02/2019
 - Aggravated Assault, 60 Plaza Grande Avenue. The victim arrived to collect mail at his previous home and stated that a known subject approached his vehicle and pointed a firearm at him.

- Shoplifting-Arrest, 1521 West Granada Boulevard (Walmart). Suspect stole \$154.47 via skip scanning at the self-checkout. The offense was witnessed by loss prevention.
- Carbreak, 333 West Granada Boulevard (Gold's Gym). Victim advised her purse was in the back seat of her vehicle. The rear passenger side window was shattered and the purse and its contents were stolen.

- 10/03/2019
 - Shoplifting – Arrest, 1521 West Granada Boulevard (Walmart). Suspect stole \$22.84 in merchandise by concealing the item in his wife's purse. The offense was witnessed by loss prevention.
 - Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). An unknown suspect forced entry into the victim's vehicle by breaking the passenger side window. A short time later, \$1387.48 in fraudulent charges were made to the victim's debit/credit card at the Walmart Neighborhood Market in Holly Hill.
 - Fraud, 1425 West Granada Boulevard (Starbucks). Two unidentified subjects purchased food items to break four \$20 counterfeit bills. The bills were not found to be fake until the suspects left the store.

- 10/04/2019
 - Theft, 30 South Beach Street. The victim reported that his wallet valued at \$10 was taken from the park.
 - Carbreak, 769 West Granada Boulevard. The victim reported that her vehicle was entered via an unlocked door. The victim's wristlet style bag and its contents were taken.
 - Battery Arrest, 1521 West Granada Boulevard (Walmart). The suspect intentionally grabbed and held the victim against her will. When confronted by a bystander, the suspect threatened to cause bodily harm to them.
 - Carbreak, 103 Clyde Morris Boulevard. The victim advised that their passenger side window was broken and her purse with its contents to include her iPhone were taken.
 - Narcotics Arrest, 530 South Atlantic Avenue. Officers conducted a traffic stop for illegal tint. The driver was found to have open warrants. A search of the vehicle yielded narcotics and drug paraphernalia.

- 10/05/2019
 - Burglary-Business, 140 Ormond Lakes Boulevard (Ormond Lakes Pavilion). Unknown suspect pried open steel door and 2 Stihl back pack leaf blowers and 1 power pole chain saw were stolen.
 - Battery-Dating Violence, 219 Arlington Way. The victim reported that her boyfriend struck her and kicked her vehicle's driver door. She also advised that he damaged her cell phone.
 - Shoplifting-Arrest, 1521 West Granada Boulevard. Asset Protection reported that suspect pushed shopping cart out of store. She was contacted by employees and escorted to the office where she later fled. Officer contacted the suspect on her bicycle at the 1500 block of West Granada Boulevard. Suspect was also in possession of narcotics.
 - Carbreak, 255 South Washington Street. The victim reported that there was an attempt to enter her vehicle. The victim advised that the rear passenger window weather stripping was removed and window lock broken.
 - Aggravated Assault & DV battery, 1614 N US HWY 1 (Econo Lodge). The suspect got into a physical altercation with his girlfriend at the hotel. The suspect was confronted by another guest of the hotel at which time the suspect also threatened the other guest. The suspect then fled the area in his vehicle.
 - Strong Arm Robbery, 1545 North US Highway 1 (Dollar General). A female was observed placing items into a black backpack in the store. The female then attempted to leave the store without paying when she was approached by a staff member. The staff member was scratched by the female suspect during the altercation.
 - Suspicious Incident, 45 Kenilworth Avenue. The suspect set off a firework mortar in his bedroom.

- 10/06/2019
 - Battery, 1280 West Granada Boulevard. The victim reported an altercation occurred at the TD Bank parking lot with a known subject.
 - Burglary-Residence, 385 South Old Kings Road. The victim reported that his home was entered and items were stolen.
 - Theft, 1001 Old Tomoko Road. The victim reported that an unknown person stole her purse and contents.
 - Traffic-Arrest, Hand Avenue/railroad. Officers responded to a crash on the railroad by Hand Avenue. A traffic crash investigation concluded that the vehicle was struck by the train. It was determined that the driver of the car was driving under the influence
 - Warrant- Arrest, 5 Ramsey Terrace. Suspect at this residence had warrant for dealing in stolen property.
- 10/07/2019
 - Larceny, 1657 North United States Highway One (Loves Truck Stop). The victim reported that a known suspect stole \$1,600 from her wallet after she fell asleep in her vehicle.
 - Larceny, 208 Central Avenue (Pace Center for Girls). Victim reported that an unknown suspect stole an iPhone XD from an unlocked locker.
 - Domestic Violence Battery-Affidavit, 32 Byron Ellinor Drive #B. Victim advised that her girlfriend battered her.
 - Theft, 4000 Saint Georges Road #206B (Bermuda Estates). Victim advised that his Amazon order was delivered while he was not home. When he arrived home, the package was missing.
- 10/08/2019
 - Robbery/DV Strangulation/Battery- Arrest, 8000 Saint Georges Road (Bermuda Estates). Male suspect followed the victim to her home where he removed her cell phone and other items from her. The victim attempted to recover her property at which time the suspect strangled the victim to the point she had difficulty breathing.
 - Domestic Violence Battery on Person 65 Years of Age - Arrest, 1155 Ocean Shore Boulevard. The victim advised that the suspect hit her in the face, pulled her hair and pulled her eye glasses from her face and threw them on the floor of the vehicle.
 - Grand Theft, 6 Oak Knoll Way. The victim advised that property was stolen from her safe. It is suspected that the report of the theft was delayed.
 - Resisting without Violence- Arrest, 1 South Beach Street (Cassen Park). Suspect was found at this location with open alcoholic beverages. As he was being arrested, he resisted the officer while being placed in handcuffs. Suspect was charged with resisting w/o violence and open container.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Uniform Traffic Citations Issued: 19
 - Number of Written Warnings Issued: 1
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 4 Cases initiated
- 7 signs have either been removed or sign cases created.

- 4 tree removal permit requests
- Administrative staff assisted with three (3) walk-in and sixty-nine (69) telephonic inquiries.

Public Works

Airport Operation and Development

- Congressman Michael Waltz visited the airport this week to learn more about Super Petrel USA, Inc., a provider of light sport amphibian aircraft based at the airport. Super Petrel USA opened a facility in Ormond Beach for the purpose of establishing an aircraft assembly, sales, distribution and parts support business in North America. The Ormond Beach airport facility is Super Petrel USA's headquarters for aircraft operations supported by their parent company, Scoda Aeronautica. Congressman Waltz was welcomed to Super Petrel USA's facilities by Mr. Roger Helton, CEO of Super Petrel USA and Mr. Rodrigo Scoda, President of Scoda Aeronautica.
- Staff continued work this week to service the main air conditioning unit on the roof of the control tower. It has been determined that replacement of the unit is the most cost effective solution. Temporary air conditioning units are in place while staff awaits quotes for the acquisition and installation of a new unit.
- The FAA Reauthorization Act of 2018 requires airport sponsors such as the City to report "covered prompt payment complaints" to the Federal Aviation Administration that were received on or after October 1, 2018. A "covered prompt payment complaint" is a subcontractor complaint where the prime contractor received payment from the sponsor and did not pay the subcontractor in accordance with 49 CFR 26.29, including the timely return of retainage. Staff has responded to the FAA that the City has not received any covered prompt payment complaints involving airport projects.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is preparing for the work on the Beach Street gravity sewer.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - Breakaway Trails Storage and Pumping Improvements – Pre-stressing of the tank is complete, contractor has completed final coat on the exterior, and painting is scheduled to start this week.
 - Cassen Park Public Dock and Breakwater – The contractor is expected to begin work on the fixed pier this month.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for October 31.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered.
 - Memorial Gardens Retaining Wall Improvements – Contractor has completed 55% of the retaining wall work.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – A pre-construction meeting is scheduled for October 21.
 - Bidding:
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are out for execution.
 - Landscape Renovations & Downtown Landscape Renovations – Bid opening was September 12, four bids were received, RJ Landscape Contractors, Inc., is the apparent low bidder. Bid award is scheduled for the October 15 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Contracts are being executed.

- 2019 Stormwater Rebuild – Bids were opened on October 2 and are under review.
- Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services were advertised on September 22.
- OBSC Improvements – Championship Field 7 – A work authorization for construction management services is scheduled for approval at the October 15 City Commission meeting.
- The Casements North Side Improvements and Carriage House – Final plans have been submitted and the project is scheduled for bid approval at the October 15 City Commission meeting.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete. A progress meeting was held on September 26.
 - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Consultant is working on 60% plans for each project.
 - Stormwater Master Plan Update - 2019 – The kickoff meeting was held on September 18.
 - Fleming Avenue Stormwater Pump Station – 60% Plans and specifications were received and are under review.
 - 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
 - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
 - North Peninsula Sewer Retrofit – Staff has begun negotiating with the top selected firm.
 - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a work authorization for engineering services will be a future agenda item for City Commission approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Rio Pinar Trail directional bore, per FPL request.
 - Researched old files and provided MacDonald House construction plans and as-builts to Planning Department, per request.
 - Completed on-site visit to 740 Santa Fe Drive to review final grading plan.
 - Reviewed old files to determine maintenance and ownership responsibilities for drainage ditch at 2250 Baja Trail, per Neighborhood Improvement Division request.
 - Updated exhibit maps for consultant's proposed EOC feasibility location maps.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour 5x5 sidewalk on Ridgewood
- Ground sidewalks in Ormond Lakes, N Ridgewood, Ormond Green
- Prep for concrete on Vanderbilt Dr
- Patches for Water Div on New Britain
- Stripped forms and backfilled driveway on Melrose
- Sidewalk ripped out on Royal Rd, Ormond Lakes Blvd

- Pour 5x5 pad for Water Div on A1A
- Put up plastic fence for Prince of Peace

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 at Buena Vista & Seville; dead Maple in City Hall parking lot
- Trimming in The Trails subdivision

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
- Installed plastic fence on S Nova from Hand to Division

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
- Halifax Plantation delivery/set up/removal of signs & cones for State of the City

Stormwater Maintenance

- Reachout mowing on US1
- Locates & basins Citywide
- FDOT pond mowing on SR40
- Ditch maint & basins at Pineland Trl/Citywide
- Pond maintenance on Lakebridge, Division
- Basins in Zone 1, Zone 2
- Basin cleaning beachside, Zone 1 & 4, 2 & 3
- Ditch inspection Citywide

Street Sweeping/Streetsweeper (1 day)

- 24 miles of road cleaned
- 6 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,874
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 8,357 gallons unleaded, 5,735 gallons diesel
 - Fuel used in one week: 2,208 gallons of unleaded and 470 gallons of diesel.
 - Fleet completed 39 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Pre-stressing of the tank is complete, contractor has completed final coat on the exterior, and painting is scheduled to start this week.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Project substantially complete and in service, punch list items being addressed by the contractor.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes substantially complete and in service, contractor working on punch-list items.
 - SCADA Integration Services – WRF VTScada integration scheduled for substantial completion October 11th.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Consultant is completing the 90% submittal. Easement needs to be obtained from property owner for the south property line of parcel 412509000070.
 - North US1 Water Main and Force Main Improvements – Comments returned to the consultant who is revising the plans accordingly.
 - WTP Elevated Water Tank Rehabilitation – Strut replacement fabrication drawings will be submitted by the contractor this week. Strut fabrication and installation scheduled for completion by November 17th.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - WTP Sludge Residuals Facility Improvements – Contracts are out for execution.
 - WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Project substantially complete and in-service, punch list items being addressed by the contractor.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for October 31st. Coordinating temporary power feed for bypass pumps with contractor.
 - Septic to Sewer Conversion on North Peninsula – Five firms submitted professional qualification proposals. Contract with top ranked firm currently under negotiation, and will be scheduled for future commission consideration
 - Holly Hill reuse interconnect – Transfer test held September 18th suggests main may be blocked. PW Directors (OB and HH) plan to discuss possible joint work by City crews to install fire hydrant to blow off main, as required before design can proceed forward. Target design completion of October 31, 2019 likely delayed until hydrant installed.
 - Western Service Area Master Plan – City staff met with consultant and returned comments on 60% draft submittal. Next revision targeted for submittal in mid-November.
 - FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services scheduled for future commission consideration.

SPRC Projects (Utilities Review)

- 875 Sterthouse Drive, Ormond Renaissance Condo – Met with consultant at October 2nd SPRC to discuss new phasing proposed for project. (Plan were previously approved in 2015/16 with partial system acceptance in 2017).
- 520 West Granada Boulevard, Modern Wash – scheduled for discussion at SPRC on October 9th.
- 263 South Nova Road, Nova Road Climate Controlled Storage – Staff reviewing plans.
- Hunter's Ridge Force Main – As of 9/24, Engineering recommended a cash payment (in lieu of constructing dry-line force main). Matter to be initially be considered by PWD and, if agreeable, then subsequently by Legal & Finance before tracking to Commission.

- 1190 Ocean Shore Boulevard, Dunkin Donuts Lift Station – Staff continues to respond to queries, supply details and information to contractor regarding force main, valves, materials, etc.
- 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Engineer's cost estimate received and under review as basis of public infrastructure bond. Various deficiencies documented at final inspection still to be corrected.
- Pineland Subdivision – Homes under construction in Phase 1 with note on plans effectively stating "No certificates of occupancy shall be issued until completion of public improvements and subsequent acceptance by City."
- October 8th Meeting of City staff (Planning, Engineering, Inspections, Building Official & Utilities) to discuss lift station start-up & inspection procedures.
- Deerfield Trace – Water as-builts under review by Water Distribution superintendent.
- Huntington Villas – Sewer as-built comments submitted by Sewer Collections superintendent to Planning.

Water Treatment

- Delivered 45.68 million gallons for the week ending October 5, 2019 (6.53 MGD).
- Backwashed 11 filters for a total of 1207,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 28, 2019 @ 6.84 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Contractor hauled four tanker loads of wet sludge, ~6000 gal each, 24,000 gal total
- Thickener is awaiting repair.

Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 30.78 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.40 MGD.
- Produced 30.78 Million Gallons of Reuse.
- Produced 0.00 (NOD) Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2018 – August 31-, 2019) (MGD)):
 - Influent 4.58 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.61 MGD (Permit 6 MGD);
 - Reuse 4.28 MGD (Permit 10 MGD)
- Hauled 103.7 wet tons of dewatered residual solids (14% to 18% solids)
- There was 1 hit out of 4 samples for the month equaling a 75% non-detection value; 75% is the minimum allowed for the non-detection value. Sand filter #2 remains off-line until later this week when rest of sand is to be blown in. Once it is back online, filter #3 will be taken out of service for the same process of removing and replacing sand.

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 24 calls for water service leaks.
- Replaced 1 water meter from Finance work orders.
- Replaced 15 broken meter boxes.
- Repaired a 2" GSP on Setting Sun Trl.
- Replaced 10 water services due to leaks or low pressure concerns, 2 casings were installed for a water service replacement under a road.
- Performed maintenance activities on 7 fire hydrants.
- Performed pressure testing on 10 City owned BFP devices, 5 of which needed repairs.
- Repaired a 2" gate valve on Setting Sun Trl.
- Disconnected an abandoned 2" water service at 600 S. Atlantic Ave.
- Repaired the permanent flushing device in Aberdeen Subdivision.
- Assisted WW Collections with parts for force main leaks.

- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 81 regular and 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Replaced power indicator light on PEP control panel at 18 Black Hickory Way.
- Assisted pigging contractor with removal of pig launching port.
- Cleaned and PM'ed Vac Con
- Located C/O at 106 N. St Andrews Dr. with assistance of Utility Locator. Raised stack to ground level.
- Located lateral at 198 Ocean Terr. with assistance of Utility Locator.
- Completed clean up and restoration at John Anderson Dr. and Dormont Dr. after force main break.
- Located and marked PEP system and reuse lines at 19 River Chase Way.
- Flushed lateral at 103 Hickory Hills Cir. Line clear and flowing.
- Tv'ed 6" main on Fiesta Dr. due to depression over pipe. There is no issue with sanitary line.
- Responded to back up at 11 Tomoka Cove Way. Line was plugged at based of 90*.
- Formed up for concrete pads around reclaimed valves at Breakaway Trails to install motor operated valve turners.
- Investigated depression near C/O at 133 Cardinal Dr. Roof runoff to customer's C/O.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 15 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 24 psi Shadow Crossing Blvd. (4 inch) 10 psi.

Reuse Distribution System

- Responded to 1 reuse trouble call.
- Exercised valves in reclaimed system per schedule.
- Turned off reclaimed at 4 Creekview Way per customer's request.
- Verified that reclaimed was working at 323 Oak Dr.
- Responded to sprinklers running at 124 Putting Green Ln.
- Responded to no reclaimed complaint at 11 Carriage Creek Way. Issue is still on customer's side.

Wastewater Plant – Lift Stations

- Influent Pump Station, lost automatic control of influent pumps, PLC 1 analog input card failed, replaced with new stock, placed pumps back into automatic control.
- Screw Pumps, begin installation of VFD's.
- Chlorine Contact Tanks, completed installation of 2nd mixer, energized equipment.
- Poly Blend unit #1 and #2, clean and flush both systems, possible contaminated polymer.
- Ormond Green, Motor #1 shorted windings, Motor #2 damaged power cable, replaced both with spare stock.
- Ashton Look, rehab of station completed 10-3-2019.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Thickener, procured welding contractor and made repairs to rake assembly, set limit switches.
- Breakaway Reuse, increased hands-on monitoring.
- Wells, purchased exterior lights and begin replacement of non-working lights at entry doors.
- Clari-Cones 1&2, flush PH sample lines.

- Lime Slaker, replaced paddle shaft drive belt.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal –Staff and the City’s consultant met with FDEP to discuss the RAI issued by the Department for the City’s permit renewal application. The meeting answered many questions and will facilitate a final response.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 - Bid were opened (received four bidders); Commission approval proposed at upcoming meeting.
- Risk and Resilience Assessment – Staff began the evaluation of the City’s water and wastewater vulnerabilities. The assessment is required by the EPA as part of the America’s Water Infrastructure Act of 2018. Certification of completion of the assessment is due to the EPA by December 31, 2020. Staff is involving several departments to ensure accuracy of the assessment.
- Sanitary Sewer Overflow (SSO) – Operations staff at the WWTF discovered a SSO on 10/6/19 at the WWTF. The bar screen stopped operating due to a shear pin breaking causing the influent station to overflow. Maintenance crews responded to the incident and made the necessary repairs to mitigate the discharge. Staff reported the SSO to the FDEP as required.

Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended State of the City
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation and distribution for October 15, 2019, City Commission Meeting