

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 31, 2020

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
- Staff meeting
- Reviewed commission agenda packet

Spoke to, attended and/or met with:

- Civil Discourse meeting
- Met with/called citizens regarding various topics
- ECHO site visits and eligibility meeting

PIO – Public Information

- Press Releases/Media
 - Historical Society Award
 - Great Backyard Bird Watch
 - Nearly Nicks Performance
 - Upcoming Events: Mondays with the Mayor and Walking with the Manager
 - Commissioner Persis Appointed to Serve on National League of Cities' Energy, Environment, and Natural Resources Federal Advocacy Committee
 - General press inquiries and interviews
- Social Media
 - Historical Society Award for City Commission
 - Escape the Grip of the Rip
 - Coyote Public Safety Announcement
 - #LivingTheOBLife
 - OBFD Dog Rescue
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning Meeting
 - Ormond Beach Historical Society Annual Meeting
 - Stop the Bleed Brainstorming
 - Economic Development PR Strategy Meeting
- Developing
 - Stop the Bleed Materials
 - 2020 Census Campaign for Ormond Beach

Community Development

Planning

- A variance application for the property at 47 Shadow Creek Way has been received. The property owner seeks to replace the existing three (3) access points from concrete to pavers. The property owner is seeking a variance of one additional point of access to Shadow Creek Way based upon the lot frontage to maintain the existing three (3) points of access where the Land Development Code standard only allows two (2) access points. The Board of Adjustment and Appeals hearing date is February 5, 2020.
- The following applications have been submitted for the Planning Board meeting on February 13, 2020:

PBD 2020-013: 321 Hand Avenue, All Aboard Storage: PBD Rezoning and issuance of a Development Order. This is a request by Andy Clark, Manager of Hand & Yonge, LLC, for (1) a rezoning from B-5 (Service Commercial) to (PBD) Planned Business Development and (2) issuance of a development order at All Aboard Storage located at 321 Hand Avenue to allow recreational vehicle or boat storage as an allowed use in addition to the existing warehouse, mini-rental use. The application does not seek any new building or site construction and the proposed recreational vehicle or boat storage would be located on existing parking spaces within the property at 321 Hand Avenue.

PBD 2020-026: 501 South Nova Road, All Aboard Storage: PBD Rezoning and issuance of a Development Order. This is a request by Andy Clark, Manager of 509 Nova, LLC, for (1) a rezoning from B-8 (Service Commercial) with a Planned Business Development (PBD) overlay to (PBD) Planned Business Development; and, (2) issuance of a development order at All Aboard Storage located at 509 South Nova Road to permit recreational vehicle and boat storage as an allowed use in addition to the existing warehouse, mini-rental use. The application does not seek any new building or site construction and the proposed recreational vehicle and boat storage would occur interior (behind the existing walls) to the property at 501 South Nova Road.

PBD 2020-014: 509 South Nova Road, All Aboard Storage: PBD Rezoning and issuance of a Development Order. This is a request by Andy Clark, Manager of 509 Nova, LLC, for (1) a rezoning from B-8 (Service Commercial) to PBD (Planned Business Development); and, (2) issuance of a development order at All Aboard Storage located at 509 South Nova Road to permit recreational vehicle and boat storage as an allowed use in addition to the existing warehouse, mini-rental use. The application does not seek any new building or site construction and the proposed recreational vehicle and boat storage would occur interior to the property at 509 South Nova Road.

SE 2020-021: 1170 North U.S. Highway 1, Custom Lighting Efx, Special Exception for Outdoor Activity. This is a request by Kenneth Gardner, property owner, KEGJ Holdings, LLC, for a Special Exception to allow up to 12 itinerant vendors and up to two (2) food trucks during recognized special events of Bike Week and Biketoberfest, established by the Daytona Beach Area Convention and Visitors Bureau; and Speed Weeks as established by the Daytona International Speedway; and Turkey Run as established by Daytona Beach Street Rods; and Jeep Beach established by Jeep Beach, Incorporated. The subject property is located at 1170 N. US Highway 1 and zoned I-1 (Light Industrial).

SE 2020-017: 1089 North U.S. Highway 1, Boothill Saloon, Special Exception for Outdoor Activity. This is a request by Karin Gehris, President, Jackson Hole Saloon and Grille, d/b/a Boot Hill Saloon Outpost, for a Special Exception to allow for outdoor activities: 1) During recognized special events of Bike Week, Biketoberfest established by the Daytona Beach Area Convention and Visitors Bureau; and Speed Weeks as established by the Daytona International Speedway; and Turkey Run as established by Daytona Beach Street Rods; and Jeep Beach established by Jeep Beach Incorporated for: A) Itinerant vending of up to 24 vendors, including food trucks; and B) Live outdoor music from 2 pm to 10 pm; and 2) Live outdoor music up to four (4) times per month, either Saturday or Sunday afternoon, from 2 pm to 5 pm under certain conditions. The subject property is located at 1089 N. US 1 Highway,

which lies within the larger parent property addressed as 1081 North US Highway 1, and zoned B-5 (Service Commercial).

PP 2020-015: 519 Leeway Trail - Pellicer Acres, Preliminary Plat. This is a request by Ruth Pellicer, property owner, for preliminary plat approval of the “Pellicer Acres” at 519 Leeway Trail. The application seeks to subdivide one (1) 25± acre tract into five (5) lots each five (5) acres in size. The subject property is zoned as REA (Rural Estate/Agricultural) and Section 2-09(B)(5) of the Land Development Code requires a minimum lot size of five (5) acres.

- Attended the Stormwater Master Plan meeting.
- Attended the ECHO site and eligibility meetings for the MacDonald House grant.
- Met with Citizens For Ormond Beach to discuss notification process of items that go before the Planning Board and Commission; Planned Business Developments and their flexibility; and regulations pertaining to wetlands and conservation areas

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 380 inspections performed within the city (28 by private providers).
- 115 permits issued (15 garage sale permits) within the city, with a valuation of \$5,165,396.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
 1. 1687 West Granada Boulevard, Calvary Christian Church Children’s building. A pre-application meeting to discuss a proposed covered area in front of the existing building.
 2. 906 North U.S. Highway 1, Window World. A pre-application meeting to discuss the expansion of the existing building.
- There are no site plans under review:
- Construction status of projects under construction

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	80%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	10%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	15%
FUGU	20%
Granada Plaza sewer improvements	95%
Home2	50%
Independence Recycling of Volusia	98%

Lynnhurst sewer improvements	15%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	35%
Security First	99%
S.R. Perrott expansion	15%
Stor-It	10%
SunTrust Bank	80%
The Pumphouse	15%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	92%
Huntington Green	85%
Huntington Villas	85%
Pineland residential subdivision, Phases 2&3	92%
Deerfield Trace	90%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - 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
 - 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
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended Entrepreneur Night at La’s Bistro, presented by Office Divy. The event was an opportunity to network with local entrepreneurs, promote small business development in the City and participate in these events.
 - Staff will be attending the Ormond Chamber’s Annual Dinner on Friday, January 31.

- Staff is collaborating with Chamber, FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- Prospective Business Attraction/Retention/Expansion
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.
 - Staff continues outreach to Ormond Beach businesses. Five business visits have been made to companies.
 - Lucky's Market anticipates closing its doors on February 12th. Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to work with Lucky's Market and Kroger's through the transition. Staff continues to collaborate with local and regional partners to engage resources relative to workforce development. These will be ongoing discussions in the coming weeks.

Airport Operation and Development

- The first quarterly meeting of the Aviation Advisory Board was held this week on Monday, January 27. In addition to regular business, the board members elected a new chairman and vice-chairman for the 2020 calendar year.
- Staff continues to work with a prospective airport tenant and aviation-related business owner to facilitate the purchase of a hangar facility at the airport and the establishment of his existing business at the airport from its current location in Connecticut. The prospective tenant is preparing to close on the purchase of a large hangar in FBO Area 1.
- Staff is evaluating options presented to repair or replace a faulty temperature and humidity sensor on the airport's Automated Weather Observing System (AWOS). The AWOS is now also reporting intermittent visibility data, so investigation of that issue is underway.
- Staff is working with the Orlando Airports District Office of the Federal Aviation Administration (FAA) to complete the final closeout of the project to rehabilitate Runway 9/27 and design the extension of Runway 9. The FAA has advised staff that federal funds have been deposited in the project account to facilitate full reimbursement for the federal share of the project costs.
- The FAA is deploying the NOTAM Manager application, which is expected to greatly enhance the safe and effective distribution of airport and aviation information throughout the National Airspace System. NOTAM stands for Notice to Airmen, and the new NOTAM Manager system is designed to streamline the way information is both captured and distributed, which improves the efficiency of dispersal and management of the aeronautical data. This information is created in digital format and is designed to grow in conjunction with future systems. Staff has completed the procedure to register for certification on the NOTAM Manager system. The FAA will provide training on the system at no cost to the airport.
- Staff responded to a reported malfunction of the Precision Approach Path Indicator (PAPI) lights that provide important glide slope information to pilots on approach to land on Runway 9. Staff successfully restored the PAPIs to normal operation.

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

Finance

- On-going Projects
 - The City continues to work with the State 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 twenty-two (22) hurricane Irma Project Worksheets totaling \$1.75 million.

- Completed Projects - Weekly
 - Processed 122 Journal Entry Batches.
 - Approved 33 Purchase Requisitions totaling \$304,337.20.
 - Issued 27 Purchase Orders totaling \$134,355.63.
 - Prepared 99 Accounts Payable checks totaling \$398,678.11 and 31 Accounts Payable EFT payments totaling \$1,228,773.53.
 - Issued 1,204 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 349 payments through Interactive Voice Response System totaling \$33,763.34.
 - Grant money 2019-20 fiscal year-to-date total received, \$1.8 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Meetings with staff members in preparation of the ECHO site visits.
 - Finalizing meeting dates for the NIAB for CDBG FY 20-21 funding request.
 - Working with the Victim Advocate on the FY 20-21 funding request.
 - Attended ECHO site visits to the MacDonald House and the Nova Tennis Courts.
 - Attended ECHO eligibility meeting.
 - Submitted Florida Beverage Association grant request for funding relative to the 2021 Mayor's Health and Fitness Challenge
 - Grant reimbursement requests to date FY 19-20: \$804,765.96
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.
 - Completed February Employee Newsletter.

Risk Management Projects

- Paid self-insured assessment & update 2019 payroll/class codes for new year assessment
- Follow-up on claims committee action items
- Follow-up on subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 72
 - Motor Vehicle Accidents: 4
 - Public Assists: 45
 - TOTAL CALLS: 130
 - Aid provided to other agencies: 4 Calls – Daytona Beach (1), Volusia County (3)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 16
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 51
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 199
- Training Hours
 - NFPA 1001: Firefighting 36

- NFPA 1002: Driver 6
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 46
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 2
 - TOTAL TRAINING HOURS: 103
- Station Activities
 - Updated 9 pre-fire plans
 - Conducted 4 fire inspections
 - Participated in First Responders Day at St. Brendan Catholic School
 - Provided a tour of Station 93 to group of Cub Scouts
 - Significant Incidents
 - 1/24/20, 10:47 AM: Oak Forest Dr. – Animal Rescue – Responded to a dog stuck underneath a large and low to ground wooden porch – firefighters used hand tools to pry up wooden boards – large dog was extricated and uninjured.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector (Building/Planning)
 - Evidence/Crime Scene Supervisor (Police)
 - Office Assistant III (Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (PAC/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Senior Staff Accountant (Finance)
 - Treatment Plant Operator C, B, or A (Water Plant/Public Works)
 - Applications Under Review
 - Part Time Recreation Leader (SONC/Leisure Services)
 - Interviews Scheduled
 - Permit Technician (Planning)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Police Officer (Police)
 - Separations
 - Evidence/Crime Scene Supervisor (Police)
 - Employee Events
 - Wellness HSA funding opportunities through 12-31-2020
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

- Nationwide meetings with employees 1-31-2020

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start early 2020.
 - 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 (CentralSquare Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 26
 - Completed: 63
 - In progress: 58
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,310
 - Inbound E-Mails Blocked: 18,702
 - Delivered Inbound E-Mails: 17,608
 - Quarantined Messages: 797
 - Percentage Good Email: 48.5%
 - ATP/Virus E-Mails Blocked: 0
 - Notable Events: IT Manager attended the Cyber Florida - Cybersecurity for Local Government workshop. He was a member of the keynote panel, representing local governments, along with representatives from the Department of Homeland Security and the State of Florida Chief Information Security Officer. The workshop was one of four being held around the state hosted by Cyber Florida in cooperation with Florida League of Cities and the Florida Local Government Information Systems Association. Workshop participants worked on a desktop exercise dealing with a multi-faceted cyber-attack, with the assistance of the panelists. The underlying theme was that cyber security is more than a technology issue; it is enabling staff to be human firewalls and embracing a “see something, say something” philosophy.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's meeting
- Engineering Project Coordination meeting

- Garden Club meeting
- Halifax Country Club meeting
- Park visits

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

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.
- SHS Boys' and Girls' Soccer continue practices this week, Tuesday and Thursday at the Sports Complex on Fields 1 and 4 at 5 pm and 6:30 pm.
- Wendelstedt Umpire School continued Monday through Saturday from 9 am to 5 pm. They use the three Wendelstedt Fields, Kiwanis Field and the Greg Smith Field House daily. The school runs through February 1st.
- OBYBSA Gold Spikes Practices are Monday through Thursday evening on Nova Fields 1-5 at 6 pm.
- SHS Softball practices are Monday through Friday, 4:30 pm to 6:30 pm, Sports Complex, Quad #1.
- SHS Baseball has practices Monday through Friday, 3:30 pm to 5:30 pm on Kiwanis Field.
- CCA Softball started practices this week on Monday and Tuesday at Sports Complex, Quad #3, 3:30 pm to 5:30 pm.
- OBYBA Basketball Program has games Monday through Saturday this week at 5:30/6:30/7:30 pm at Nova Gym & South Ormond Neighborhood Center Gym.

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 South and Osceola (2) softball fields
- Painted Soccer Fields 2 & 8, corners on Soccer Fields 5 & 6 and Soccer parking lot
- Prepare Wendelstedt & Kiwanis Fields for Wendelstedt Umpire School daily, Monday through Saturday.
- Opened Tee Ball Fields
- Edged fields weekly as needed

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday through Friday: CMT held regular classes
 - Monday through Thursday: Follies held regular classes
 - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following:
 - Gospel Musician Brent Jones, Saturday, 6 pm to 8:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Tuesday, Thursday and Saturday
- Youth basketball games Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants
- Attended weekly one on one and staff meetings
- Met with Darlynn from The Volusia Mom for event ads
- Thursday, MH&FC Lunch & Learn, City Hall
- BMH&FC presentation from Perks & Wellness Partner, BEMER, Friday, January 31st, Senior Center ballroom, 5 pm to 7 pm
- February 1 - Walk with the Mayor, Andy Romano Park, 8:30 am
- Preliminary planning of 2020 events January through May:
 - Groundbreaking for Downtown Fit Loop in Fortunato
 - Reel in the Fun Fishing Tournament
 - VLOC Dinner
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

- January session in progress
- February registration is open

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.
- The Boys' Basketball Youth League continues with their games. They met Monday through Thursday this week. The season will continue until the end of February.
- Explore the Stage, Tuesday, 5 pm to 6 pm.
- The Lunch Bunch Club, Wednesday, 10 am to 1 pm.
- 5K Wanderers, Wednesday, 5:30 pm to 6:30 pm.
- Technology Thursday will continue on Thursday, 4 pm to 5:30 pm.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm, Saturday tours were given at 10:00 am and 11:00 am.

- Janet Rogers Workshops, Monday through Friday, 9 am to 4 pm.
- Greek Cooking Class, Tuesday, 4:30 pm to 8:30 pm.
- Guild Archive Meeting, Wednesday, 10 am to 12 pm.
- Greek Cooking, Friday, 4:30 pm to 8:30 pm.
- Pilates Monday, Wednesday and Friday, 8:30 am to 9:30 am.
- Yoga Tuesday and Thursday, 10 am to 11:30 am.
- Wedding ceremony, Bailey Riverbridge, Sunday 8 am to 11 am.
- House of Healing met at Bailey Riverbridge on Sunday from 6 pm to 8 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced pickets at Magic Forest Park
- Rebuilt snake display at Environmental Discovery Center
- Cassen Park, retrieved trash tote from river
- Cleaned up Central Park I due to activity
- Repaired swing at Nova Park
- Wood delivered to Riverbend Park
- Replaced boat cleat at Sanchez 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 locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired Performing Arts Center freezer
- Repaired refrigerator at South Ormond Neighborhood Center
- Repaired Sports Complex window at Championship Field
- Repair clogged sink in Police Department training room
- Repaired Performing Arts Center ice machine
- Repaired Sports Complex men's bathroom.
- Repaired men's bathroom at Andy Romano Beachfront Park
- Replaced Sanchez Park men's bathroom soap dispenser
- WWTP Carrousel Splitter Box repaired
- Building Maint. – Installed 2 LED fixtures
- Installed temp. fixture in City Hall north stairway
- Replaced ice cube relay in Andy Romano Beachfront Park
- Replaced pole and fixture at Fire Station 91
- Assisted with repairs at Nova Community Center racquet ball
- City Hall nautical sconces repaired
- Repaired lights D.O.T. Nova and Granada Bridge
- Stormwater Lakebridge fountain repaired
- Repaired lights in south foyer City Hall chambers
- Andy Romano Beachfront Park bathroom #3- repaired lights
- Central Park I mag locks not working- repaired
- Tennis Center, replaced outlets
- Performing Arts Center NW Corner-replaced mini wall pack
- Performing Arts Center Box Office- installed 4 outlets for displays
- WWTP gate repaired
- City Hall Breezeway changed all can fixtures to LED

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended a Site Survey regarding license plate readers
- Staff attended the Magistrate Hearing at City Hall
- Staff hosted a Traffic Stop Safety Operation Planning Session
- Staff attended First Responder Appreciation Day at Saint Brendan's Church
- Staff hosted a Public Crime View meeting
- Staff attended an Interagency meeting
- Staff met with FDOT regarding lighting observations

Community Outreach

- Youth Leadership Council (YLC)
 - All members of the YLC attended senior night to celebrate the accomplishments of high school senior members Jordan Glenn and Keyona Rivera. On January 29, Jordan Glenn was honored at Seabreeze High School at 5:30 pm. On January 30, 2020 senior Keyona Rivera was honored at Mainland High School at 5:30 pm.
- OBPAL Basketball
 - Practice was not held last week due to the Department of Leisure Services Recreation League practice schedules. A new schedule for OBPAL basketball practice will begin once schedules can be coordinated. Try outs for the OBPAL travel league have been moved to February 8th and February 15th at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - The R.E.A.D. program at Ormond Beach Elementary is scheduled to begin February 4, 2020. Tutors R Us at the South Ormond Neighborhood Center is scheduled to begin February 3, 2020. Currently, applications are being collected for both programs.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports:4
- Trap Neuter Release: 2
- Animal Bites: 0
- Animals to Halifax: 2
- Found Property Reports:2

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 24
- Inactive: 2
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 1

- Suspicious Incident: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 49
- Phone Calls: 71
- Arrest / NTA'S:12
- Reports Generated: 116
- Reports Entered: 90
- Citations Issued: 80
- Citations Entered: 0
- Warnings Entered: 83
- Trespass Warnings: 6
- CORF Entered: 71
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,825
- Total Traffic Stops: 297

Operations

- Crime Opportunity Report Forms: 122

1/22/20

- Warrant Arrest, 3 Timberline Trail. Subject was contacted and found to have an open warrant.
- Warrant Arrest, 376 North Ridgewood Avenue. Subject was contacted and found to have an open warrant.

1/23/20

- Shoplifting Arrests, 1521 West Granada Boulevard. Asset Protection reported that an adult male and female were observed obtaining merchandise and failing to pay.
- Theft, 1425 West Granada Boulevard (Hair Cuttery). The victim reported that her cutting sheers worth \$100 were stolen from her place of employment.
- Carbreak, 19 Park Ridge Way. The victim reported that his unlocked vehicle was entered and items were removed. A wallet containing checkbooks and credit cards were taken.
- Carbreak, 125 Papaya Drive. The victim reported that cash was removed from his unlocked vehicle. Cash was taken from the vehicle, extended time lapse in reporting.
- Carbreak, 292 North Nova Road. The victim's unlocked vehicle was entered where items were disturbed but nothing was taken.

1/24/20

- Aggravated Battery, 220 North Nova Road (Publix). Subject became upset with his supervisor in the parking lot of this location. The victim was struck in the face, pulled to the ground and struck with a large pair of pliers.
- Fleeting and Eluding Arrest, North United States Highway One/North Nova Road. A traffic stop was attempted on a gray Honda Accord for speeding. The vehicle initially fled, but decided to stop in the parking lot of Total Comfort at US-1 and Wilmette Ave.
- Carbreak, 440 North Nova Road (Nova Rec.) Victims left a hand bag and wallet in their vehicle at Rainbow Park, and an unknown subject got into their unlocked vehicle and took the property. Credit cards that were in the property were used shortly after the theft and a suspect was developed.
- Warrant Arrest, 570 Collins Street. Subject had an open warrant for violation of probation reference Battery with a bond of \$7,500.

1/25/20

- Theft, 90 Chrysanthemum Drive. Occurred last evening. Subject stole her mother's credit card and \$60 cash as well as her step-father's wallet and \$80 cash.

- Loitering or Prowling/Narcotic Arrest, 899 Riverside Drive. Intoxicated subject went into this address and tried to eat some food. Subject was run off by the resident and found by an officer minutes later.

1/26/20

- Stolen Vehicle, 831 Loyola Drive. An unknown suspect stole the victim's white Ford Taurus sometime overnight. The vehicle was left unlocked, possibly with the keys inside.
- Fleeing and Eluding Arrest, South Center Street/Pinehurst Circle. Subject fled from officers during a traffic stop on two separate incidents within minutes of each other. Subject was located with the assistance of two other agencies and a K-9.
- Narcotics Arrest, West Granada Boulevard/North Ridgewood Avenue. Subject was contacted and found to be in possession of cocaine and narcotic paraphernalia.
- Sex Offense Arrest, 200 BLK East Granada Boulevard. Subject was seen urinating in the open, between the Votran bus stop and the bushes along East Granada Boulevard.
- Possession of Identification Arrest, Birth Place of Speed Park. Subject was parked on the sidewalk in front of the Birth Place of Speed Park. Officers made contact and he was found to be in possession of two identifications from two different subjects.
- Battery Domestic Violence Arrest, 34 Wildwood Trail. Subject punched his adult daughter in the face with a closed fist.

1/27/20

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart.) Asset Protection reported that an adult female was observed obtaining merchandise worth \$67.21 without paying and passing all points of sale.
- Shoplifting, 1340 West Granada Boulevard. Loss Prevention reported that an adult female and an adult male attempted to take pressure washers worth \$1,800 without paying for the items. The employee obtained the merchandise and the suspects left the store.
- Carbreak, 1551 Crown View Drive. The reporting person reported that the utility trailer was entered and items were taken.
- Burglary Residence, 1508 San Marco Drive #107. A pink purse was taken from the table on the front porch. The purse contained cash, a Metro PCS cell phone and multiple bank cards.
- Burglary Structure, 5 Brown Bear Path. Unknown subject broke into the storage room stealing cash, a suitcase, cashbox and a calculator. It appears the person may have entered through the women's bathroom ceiling which is right next door to the storage room. A ceramic top of the toilet with a foot print was placed into evidence.

1/28/20

- Burglary Residence, 385 South Old Kings Road. The victim reported that the residence was entered and items were stolen. A large amount of miscellaneous property was taken.
- Burglary Residence, 620 McIntosh Road. The victim reported that the home was entered and items were stolen. A BMX bicycle, skateboard and home stereo were taken.
- Battery Domestic Violence Arrest, 119 Rogers Park Drive. Subject got into a physical confrontation with his wife.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 27
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 10
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - 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: 4 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 5 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and forty-two (42) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects
 - Storm and Sewer Lining – Phase 2 – The contractor will return in mid-February to finish punch list items.
 - Water Plant Upgrades – The preliminary demolition is underway.
 - Breakaway Trails Storage and Pumping Improvements – A limited amount of water was pumped into the new tank on Sunday, the contractor will monitor the level to ensure the performance of the tank.
 - Cassen Park Public Dock and Breakwater –The breakwater is nearly complete, the dredging will resume once the breakwater is complete.
 - WWTP Sludge Dewatering Improvements – The centrifuge has been delivered and is now on-site. Bypass has begun and the new gates are being installed. A progress meeting was held on January 30.
 - HVAC Replacements – City Hall, SONC, The Casements – Punch list for work at City Hall is being finalized. HVAC system startup at SONC was on January 17. The Casements construction to begin on February 10 so as not to disrupt scheduled events.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin soon.
 - WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
 - OBSC Improvements – Championship Field 7 – Once permits are received a Notice to Proceed will be issued and preliminary demolition work will begin.
 - Nova Community Park Underground Electric Utilities – Underground conduit is being installed. Work is ongoing.
 - WTP Chemical Feed System Upgrades – Static mixer was delivered to the WTP on January 24.
 - Memorial Gardens Lighting – The light fixtures have an estimated ship date in February.
 - Broadway/US1 Traffic Signal – Staff is awaiting approval from FDOT for the CEI services.
 - 2019 Stormwater Rebuild – Work is expected to begin early February.
 - The Casements North Side Improvements and Carriage House – Contract execution in process.
 - Bidding:
 - Fiber Optic Connectivity – Continuing services agreements are on the agenda for Commission approval at the February 18 meeting.
 - Gazebo Replacements CP II – One bid was received on January 16 and is being evaluated by staff.
 - CDBG Riviera Park Parking Improvements – Bid approved at the January 7 City Commission meeting, project was advertised on January 12, bids are due on February 11.

- Fiber Optic Connectivity – Continuing services agreements are on the agenda for Commission approval at the February 18 meeting.
- Gazebo Replacements CP II – One bid was received on January 16 and is being evaluated by staff.
- CDBG Riviera Park Parking Improvements – Bid approved at the January 7 City Commission meeting, project was advertised on January 12, bids are due on February 11.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – The consultant is finalizing plans and specifications for bidding.
 - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from the 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 80% complete. A 90% submittal is anticipated soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff met with Volusia County on December 3 to discuss the Williamson Blvd. improvements.
 - Stormwater Master Plan Update - 2019 – Approximately 2 dozen people attended the Storm Water Master Plan Workshop on January 27. The consultant will incorporate the concerns from the community into the master plan.
 - Fleming Avenue Stormwater Pump Station – 90% plans have been reviewed and comments returned.
 - 56 North Beach Street – A City Commission Workshop to discuss options was held on January 7.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – A pre-design meeting was held on January 9. Survey work is on-going.
 - Rockefeller Room Renovations – Architect is preparing construction documents.
 - Exercise Equipment Replacement at Central Park II – This project is currently under design in-house.
 - OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
 - CDBG SONC Fitness Station – Preparing an RFQ for this project scheduled to be advertised in April.
 - Downtown: Cassen Park Improvements – Preparing a concept plan to incorporate some of the consultant's ideas which will be presented to the Mainstreet Board for their review and input.
 - Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board/Planning Department.
 - Granada Streetscape Pavers - Received construction manager quote, which is under review.
 - Update Parks & Recreational Master Plan – Preparing an RFP package for bidding.
 - Birthplace of Speed Overlook Replacement – Construction manager is obtaining structural drawings, which are required to obtain the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
 - 2020 Microsurfacing – Staff is preparing bid documents for micro surfacing of various city streets.
 - 2020 Repaving – Staff is preparing bid documents for the mill and resurfacing of various city streets.

- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Prepared and mailed Notices for Stormwater Master Plan Update Workshop to approx. 850 residents.
 - Prepared utility maps as requested for:
 - North US1 near 890 and 1320
 - Clyde Morris Blvd between Hand Avenue & Allwood Green Blvd.
 - Hand Avenue between Williamson Blvd & Chelsea Place Avenue
 - Old Tomoka Road between Shadow Crossing Blvd & Breakaway Trail
 - Completed tree-in-the-right-of-way locate at 26 Hernandez Avenue, per Streets Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured 3x6 slab on Biltmore
- Senior Center; poured gutter; weather pending – asphalt apron repair
- Fill the patch with lime rock on Highland; filled water patch; prep patch
- Dug out lime rock (prep for asphalt) on Hidden Hills; 20x8 asphalt
- Filled 2x2 depression on Division

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
- Trimming on Hernandez; dead limbs on S. Ridgewood; Oak Forest; Thompson Creek Rd
- Removed deceased tree at CP III (Hammock Ln); damaged palm on Williamson Blvd s/o SR40

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
- Checked ROW on roads – SR40, US1, A1A
- Recycled metal at PW
- Picked up litter at Thompson Creek

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
- Installing (29) new orange flexible delineators at Fluhart/Riverside Dr
- Installed (2) new No Parking signs at New Britain Ave/American Legion

Stormwater Maintenance

- Reach out US1 ditches/ditch mowing; Ballfields & Airport Rd
- Fill depressions on Santa Lucia

- Pond maintenance on Lakebridge
- Inlet cleaning citywide
- Locates, Gates & Pumps; Basin cleaning citywide
- Pipe repair on Kimberly Dr.
- Ditch maintenance at Division/Cherrywood; Thompson Creek
- Pick up sod – placed out sod on Forestview Fox Croft
- Spillway repairs on Hidden Hills Dr.

Vactor

- Airport Business Park; Dix Ave - Beachside

Street Sweeping/Streetsweeper (2 days)

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

Fleet

- Mileage traveled by all departments for the week: 22,443
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,508 gallons unleaded, 11,305 gallons diesel
 - Fuel used in one week: 2,391 gallons of unleaded and 495 gallons of diesel.
 - Fleet completed 54 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Received consultant engineering services proposal on Jan 22. Staff reviewing proposal.
 - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress by PWD.
 - WRF Filter – 12/12 “Diamond” filter reps visited site to develop planning level cost estimate to replace Filter #1 Traveling Bridge.
 - Design & Bidding
 - Western Service Area Master Plan – Consultant has submitted completed study; staff finalizing final review.
 - Holly Hill Reuse Interconnect – Hydrant installed Jan. 29; staff working with Holly Hill to coordinate operation and develop interlocal agreement.
 - Airport Business Park Emergency Sewer Repair: Jan. 15 site meeting with contractor to develop scope of services to restore infrastructure back to original conditions. Awaiting quote.
 - Under Construction
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – [Reiss & Odyssey] Demolition Pt. 1 completed. Slaker on order. Developing electrical bypass plan to keep plant in service. Next progress meeting Feb 20.
 - SCADA Integration Verification – Jan 22 meeting with City staff and consultant followed by site visits to WTP & WRF to identify issues and concerns in order to develop troubleshooting plan and verify completion.

- SPRC Projects (Utilities Review)
 - Planning & Design
 - ERAU “Mock” Site Plan: participated in Jan. 22 mock pre-application meeting with Embry Riddle engineering students.
 - Hunters Ridge Force Main – Jan. 16 City staff met to discuss “Utility Service Agreement” (CILC). Timeline of events supplied to PWD.
 - Under Construction
 - 221 Vineland, Salty Church – Jan. 22 City agrees in writing to cost participate in resolving water main conflict. Jan. 24 Developer expresses reservations in writing.
 - A-1-A Surf Shop – Jan. 27 received surveyor as-builts for review.
 - Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings) Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - Huntington Green – Water system cleared for use. Awaiting FDEP sewer clearance.

Water Treatment Plant

- Delivered 37.72 million gallons for the week ending January 25, 2020 (5.39 MGD).
- Backwashed 10 filters for a total of 677,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 25, 2020 @ 6.60 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~32.4 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.67 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.52 MGD.
- Produced 31.38 Million Gallons of Reuse.
- Produced 0.29 (NOD) Million Gallons of Surface Water Discharge.

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 11 calls for water service leaks.
- Replaced 3 broken meter boxes.
- Replaced 2 water services due to leaks or low pressure concerns.
- Installed 5 new residential water services.
- Performed 3 scheduled pressure tests of City owned backflow prevention devices.
- Performed repairs on 2 backflow preventers attached to fire hydrant meters damaged by contractors.
- Re-inspected Huntington Place subdivision.
- Performed maintenance on 13 fire hydrants in the S. Beach St.
- Met FPL directional drill contractor at N. Beach St. river crossing.
- Met GIS to GPS correct water main location at the corner of S. Atlantic Ave. & Harvard Ave.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 88 regular and 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Follow up TV at 129 Seminole. Discovered roots, cleared with Harban.
- Follow up TV at 1000 N. Beach St. – Roots cleared with Harban
- Follow Up TV at 65 N St. Andrews Dr. – Roots cleared with Harban

- Locate force main valve for contractor at 1050 Ocean Shore Blvd.
- Cleaned and TV'ed 6" main at 255 S Ridgewood Ave.
- Repaired broken sanitary lateral at 25 Arrowhead Cir. Line was hit by boring contractor.
- Located and marked C/O for customer at 548 N Halifax Dr.
- Replaced and rewired PEP pump at 6 Spanish Pine Way, 12 Huntsman Look, 28 Shadow Creek Way and at 4 Wild Creek Way.
- Replaced PEP pump at 72 Sounders Trail.
- TV'ed 3 sanitary laterals from PM list.

Reuse Distribution

- Responded to 1 reuse trouble calls.
- Shut down golf courses to build tank levels in preparation of 2MG tank partial fill.
- Repaired broken reclaimed line Lake Ilse Way

Wastewater Plant – Lift Stations

- R.A.S. Pump #2 – VFD failed, installed and programmed new VFD.
- 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

- Clear Well Transfer Pump 4 – soft start failed, replaced with out of service unit, replacement soft start will be ordered.
- Sand Filter Valve Actuator – assisted service tech with evaluation, awaiting quote to request repairs.
- Chlorine Blend Pump – remove failed pump and installed new.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.
- Conducted Well PMs.

Regulatory Compliance Activities

- Industrial Pretreatment Program – Staff is establishing the 2019 Industrial Pretreatment annual report. The report is submitted to the FDEP highlighting the steps taken with the program to ensure compliance by the City's four permitted industrial users and to monitor other potential contributors.
- Cross Connection Control Program Management Services Contract – Staff is compiling the information for the CCC annual report. The report will highlight the backflow prevention device testing which occurred in the 2019 calendar year. The report will be submitted to the FDEP and the Volusia County Health Department.
- Risk and Resilience Vulnerability Assessment – Staff is working in concert with Florida Rural Water Association to produce the vulnerability assessment as required by the EPA. The assessment will assist the Utility in identifying point of concern.
- Fats Oils and Grease (FOG) program – Staff is writing a FOG manual to solidify the program in order to protect the sewer collection system from potential clogs which cause sanitary sewer overflows. Also, staff began ordering equipment for the program.
- FDEP Meeting – Staff scheduled a meeting with the FDEP to discuss their new SSO evaluation guidance.

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 weekly City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Supervisor of Elections Meeting in DeLand, FL.
- Staff attended and provided support for January 30, 2020, Quality of Life Advisory Board Meeting.
- Agenda packet preparation and distribution for February 4, 2020, City Commission Meeting.