

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 13, 2017

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Utilities Manager, HR Director, and Risk Manager

Spoke to, attended and/or met with:

- Individual agenda meetings with commission members
- Rotary meetings
- Art museum discussion with Susan Richmond
- Speaking engagement for Downtown Ormond Beach Rotary Club
- Ormond Beach to Go! at Bear Creek
- Phone call with Lewis Heaster regarding MacDonald House
- Dog Park meeting with senior staff and YMCA representatives
- Sign Code Amendment meeting with senior staff and consultant

Community Development

Planning

- Meetings: The Planning Director attended meetings on the following issues:
 1. Legal, Administration and Katie Reishman concerning temporary sign code amendments consistent with the Supreme Court decision on Reed v. Town of Gilbert.
 2. NID and Dr. Rodrigues concerning the replacement of old mobile homes with RV's into the Mobile Home Park at 19 N. Yonge Street. RV's are only permitted in campgrounds.
 3. Met with Bill Chapin concerning the MacDonald House and the City's parking lot.
- MacDonald House: The 1st Draft of the Historic Structures Report (60% Submittal) will be submitted on or before January 31, 2017. The consultant will be forwarding the workshop materials by Friday, January 13, 2017, for the HLPB 23rd workshop.
- Staging Area: The Department has been contacted by Volusia County regarding the use of their property at A1A & Cardinal for staging 1,600 cubic yards of high quality beach sand for beach renourishment in Ormond Beach as a result of the hurricane. This would be used for restoration of the beach access and dunes systems that were impacted by Hurricane Matthew. The County is still waiting for final approval from the FDEP and needs a staging area for the sand. The sand would be stabilized with geoweb or similar method of securing the sand against wind and rain. Length of stay before the project begins is a question mark since FDEP approval is required first. This request is similar to the City's use of land for staging of construction material. The Department authorized it subject to:
 1. The maximum side slope of the stored stockpile of sand shall not exceed a ratio of four to one (4:1).
 2. The maximum height shall not exceed 6 feet above crown of the road.

3. The stockpile shall be secured using geoweb or like material.
4. Must provide some type of erosion and sedimentation control measures and
5. Sand must be at least 15 feet from public ROW.

Building Inspections, Permitting & Licensing

- 277 inspections performed (86 by Private Provider)
- 145 permits issued with a valuation of \$4,315,913.00
- 9 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met with the applicant concerning the construction of columbarium at the Hillside Cemetery. Issues: land mark property and handicapped accessibility.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	10%
McDonald's at 1520 N US Highway 1	85%
McDonald's at 105 Interchange Blvd	85%
McNamara warehouse	10%
Realty Pros	25%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	98%
Chelsea Place, Phase 3	95%
Ormond Renaissance Condo	15%

Economic Development/Airport

Ormond Crossings

- Staff is working with the OCLS, LLC to complete the Phase A Plat on the easterly side of I-95. Staff is also evaluating options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is Processing SKYO Industries capital investment material as part of their Growth Assistance Agreement with the City.
- Staff has submitted a request to the City Commission to amend the Ameritech Die and Mold Property Tax Reimbursement incentive to adjust for a delay in Ameritech's construction of their new manufacturing facility in the Airport Business Park.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff is working with Volusia County on a Qualified Target Industry application for a potential development project in the City.
- Staff is compiling development material for the Volusia County's next Quarterly meeting.
- Staff met with economic development practitioners from cities in Volusia County to plan for the Florida Redevelopment Association annual meeting being held on October 16 in Daytona Beach.

- Staff met with the Main Street Prosperity Committee to discuss future economic development projects in the CRA district.

Prospective Business Attraction/Retention/Expansion

- Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.
- Staff provided a property search for an out of state firm considering relocation of their operation to Ormond Beach.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. Initial flight testing of the new Precision Approach Path Indicator (PAPI) lights was accomplished on December 12th. The need for minor adjustments to some of the lights was identified during the test, and those adjustments have been completed. The new PAPIs are designed to be visible from a wider point of view than the old PAPIs, which will require minor obstacle mitigation to maintain line of sight for pilots on final approach to land. Staff is working with the contractor to perform this mitigation, after which the PAPI lights will be flight tested again.
- Wind speed and direction reporting from the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo remains unavailable due to component failure. Staff is in receipt of a quote to re-build the failed component, which is the most cost-effective repair option for the AWOS facility.
- Staff received copies of the latest official aeronautical diagram and charts for the airport, as published by the FAA. The new diagram includes Taxiway Golf. Staff has begun work to share this documentation with airport tenants and users, including all area flight schools.
- Staff attended the "Ormond Beach 2 Go!" event this week, held in the Bear Creek community near the airport. Staff responded to questions and inquiries from several residents about air traffic, noise abatement, the new taxiway, and future airport development.
- Staff worked to prepare and submit for approval certain work authorizations for the Wildlife Hazard Assessment project and the Obstruction Mitigation Environmental Assessment project.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Annual audit is currently on process
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (1314-1423).
 - Approved 20 Purchase Requisitions totaling \$117,218.10.
 - Issued 40 Purchase Orders totaling \$401,310.78.
 - Processed 4,429 cash receipts totaling \$2,016,679.79.
 - Prepared 89 Accounts Payable checks totaling \$430,609.99 and 32 Accounts Payable EFT payments totaling \$112,695.43.
 - Processed and issued 6,086 utility bills with billed consumption of water of 35,218K.
 - Processed 2,141 utility bill payments through ACH totaling \$159,799.32.
 - Issued 1,010 past due notices on utility accounts.
 - Auto-called 135 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Native American Festival (1/27-1/29)
 - Adult Coed Softball League
 - Arbor Day (1/20 Nova Community Park)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting.
 - Coordinated and attended Ormond Beach 2 Go! event at Bear Creek.
 - Completed weekly events calendar ad for Ormond Observer.
 - Met with Victim Advocate relative to new Performance Reporting Software implemented by the Attorney General's Office.
 - Completed Radio Show Before and After Commission Meeting Summaries.

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

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 74
 - Motor Vehicle Accidents: 8
 - Public Assists: 59
 - TOTAL CALLS: 147
-
- Aid provided to other agencies: 5 Calls: Daytona Beach (3), Volusia County (2)
 - Total staff hours provided to other agencies: 7
 - # of overlapping calls: 34
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 9
 - Total EMS patients treated: 68
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 384

Training Hours

- | | |
|-------------------------------|-----|
| • NFPA 1001: Firefighting | 30 |
| • NFPA 1002: Driver | 10 |
| • NFPA 1021: Officer | 25 |
| • NFPA 1410: Hose Drill | 9 |
| • NFPA 1500: Safety/Equipment | 23 |
| • NFPA 1620: Preplanning | 8 |
| • EMT/Paramedic | 33 |
| • TOTAL TRAINING HOURS: | 138 |

Station Activities

- Updated 7 pre-fire plans
- Conducted 5 fire inspections

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Captain (Police) open 12-13-16 through 1-13-17. Advertised on City web site, governmentjobs.com, Florida Police Chiefs Association web site, and internally.

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
- Police Records Clerk (Police) open 12-28-16 through 1-27-17. Advertised on City web site, governmentjobs.com, and internally.
- Firefighter/EMT (Fire) open 12-15-16 through 1-13-17. Advertised on nationaltestingnetwork.com.
- Building Inspector (Planning) re-advertised 1-5-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
- Office Manager (Leisure Services) open 1-4-17 through 1-20-17. Advertised on City web site, governmentjobs.com, and internally.
- Landscape Architect (Engineering) re-advertised 12-12-16 through 1-27-17 on City web site, governmentjobs.com, and internally.
- Maintenance Worker II (Water Distribution/Public Works) open 12-21-16 through 1-13-17. Advertised on City web site, governmentjobs.com, and internally.
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) open 12-21-16 through 1-13-17. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Part Time Community Events Technician (Leisure Services)

Interviews Scheduled

- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Maintenance Worker II (Streets/Public Works)
- Part Time Evidence/Crime Scene Custodian (Police)
- Part Time Box Office Attendant (Leisure Services)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Neighborhood Improvement Officer (Police)
- Permit Technician (Planning)
- Part Time Center Leader (Environmental Discovery Center/Leisure Services)

Employee Events

- Our ICMA representative will be here to meet with employees on 1-26-17
- Blood Drive at City Hall 2-6-17

Risk Management Projects

- Mayor's Health and Fitness Challenge Planning

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Meeting held with IT staff and PD administration to kick the project off.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
- Work Orders: - 15 New work - 36 completed - 36 in progress

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails 29,633 Inbound E-Mails Blocked 14,231
 - Delivered Inbound E-Mails 15,402 Quarantined Messages 2,125
 - Percentage Good Email 52.0% Virus E-Mails Blocked 2

- Notable Events:
 - None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 1 Corrections: 0
 - Map/Information Requests: 5
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Hurricane Matthew Repairs Meeting
- Meeting Regarding Speedbumps at Sports Complex
- Wendelstedt Meeting
- LSAB Meeting
- Ormond2GO
- Starry, Starry Night

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

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- SHS boys' and girls' soccer teams continued practicing this week at the Soccer Fields at 4 and 6pm. Boys' JV and varsity teams had their Senior Night on Monday night at Championship Field 7 at 5:30 and 7pm.
- OBSC continued practicing for some upcoming tournaments on Soccer Field 8.

- Wendelstedt Umpire School continued this week Monday through Saturday with ending date of February 4th.
- Lady Renegades held their spring make-up tryouts on Tuesday at the Sports Complex on the Softball Quads. They also are holding training this Saturday at the Quad.
- Golden Spikes 10's held their spring tryouts on Saturday morning at 10am on Nova Field 3.

Athletic Fields 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
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & Cleaned equipment
- Continued dragging infields to keep grass/weeds from growing
- Painted Soccer grass parking lot
- Painted Soccer Field #7 for SHS Games & Practices
- Prepped fields at Softball Quad for makeup tryouts on Tuesday
- Prepped Wendelstedt Fields for Umpire School Monday through Saturday
- Set up Championship Field 7 for SHS soccer games on Monday
- Dragged infields at Osceola Elementary and South Ormond
- Sprayed weeds at Osceola Fields
- Spread crimson stone and turface, as well as roto-tilled Nova Fields 3, 4, and 5 for renovation

Senior Center

- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- King Jesus Ministries was held on Friday from 6:30pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm
- King Jesus Ministries was held on Monday from 7pm to 9pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.
 - Follies held regular classes Monday through Thursday.
- The Performing Arts Center is preparing to host the following events
 - OBPAC 25th Anniversary Celebration Show, Saturday, 7:30pm to 9:00pm

South Ormond Neighborhood Center

- Splash Pad closed through Dec 1 until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Youth basketball Monday/Wednesday/Friday
- Jazzercise Monday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Preliminary planning of 2017 events for the months of January through May
- Cleanup and organization of all equipment and supplies from December holiday events

Gymnastics

- Classes are going well and growing
- January session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym, Friday, January 13th 6-8pm
- Preparing for 1st competition of the season this weekend in Tallahassee

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Youth Basketball League continued their games this week on Tuesday and Thursday. The season will continue until February.
- The Cat Fancier's Cat Show took place on Saturday and Sunday from 9am to 5pm.

The Casements

- A wedding ceremony and reception were held in Rockefeller Gardens and The Casements on Saturday from 12:00 p.m. to 6:00 p.m.
- A Dogapalloza event was held at Ormond Memorial Gardens on Saturday from 12:30 p.m. to 9:00 p.m.
- A baby shower was held at Bailey Riverbridge on Sunday from 1:00 p.m. to 5:00 p.m.
- Guild tours were given on the hour Monday through Friday from 10:00 a.m. and to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Executive Board held a meeting on Monday from 9:30 a.m. to 10:00 a.m. in the Preservation Room.
- The Casements Guild Administrative Board held a meeting on Monday from 10:00 a.m. to noon in the Preservation Room.
- New member training was held on Monday at 1:30 p.m. in the Preservation Room.
- Yoga class met on Tuesday morning at The Casements.
- Zumba class met on Thursday at The Casements.
- A wedding ceremony was held on The Casements' North Lawn on Thursday from 2:00 p.m. to 5:00 p.m.
- Docents gave a special tour on Friday from 10:30 a.m. to 11:30 a.m.
- This evening The Casements will co-host the annual Starry, Starry Night event. From 5:00 p.m. to 8:00 p.m. the facility will hold an open house and gallery exhibit reception open to the public for free. Staff assisted from 3:00 p.m. to 9:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted reservations at pavilions
- Community Garden at Central Park I, installed weed block and built 4x12 boxes (16 total)

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Conducted interviews for Part Time Evidence Custodian position.
- Attended Bi-weekly Crime View information sharing meeting.
- Chief Godfrey hosted a swearing in ceremony for three new officers.
- Chief Godfrey interviewed possible candidates for Police Officer positions.
- Chief Godfrey attended the Florida Police Chief's Conference in Orlando.
- Captain Rosenthal hosted a Support Services meeting.
- Captain Rosenthal attended a School Resource Meeting at Ormond Beach Middle School.
- Captain Rosenthal is attending the fourth session of Southern Police Institute Command Training.

Community Outreach

- Women's Safety Presentation at Aberdeen.
- DARE at Ormond Beach Elementary, St. Brendan Academy and Calvary Christian Academy.
- Student mentoring at Ormond Beach Middle School, Osceola Elementary and Tomoka Elementary.
- Assisted with annual re-qualifications for expandable baton, subject control spray and conductive energy weapon.
- Coordinated outside details.
- The YDC members met on Monday, to review upcoming community service projects. They will begin their annual blanket and coat drive on Tuesday, January 17.
- Tutors R Us is scheduled to begin Monday January 30th and the R.E.A.D., Reading Exploration Adventure and Discovery program is scheduled to begin Tuesday February 7th.
- Practice for the OBPAL basketball program will begin in January. Currently boys 10 U, 12 U and 14 U teams are completing applications. The development of an 8th and 9th grade girls' team is underway. The teams will participate in local and state basketball tournaments throughout Florida.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 1
- Trap Neuter Release: 1
- Animals to Human Society: 2
- Reclaimed Animal: 1
- Dangerous Dog, 4 Trina Street. Owner and animal were noncompliant but moved out of the area.

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 18
- Inactive: 20
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 6
- Grand Theft: 6
- Auto Theft: 2
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1

- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Stalking: 1

Records

- Walk - Ins / Window 96
- Phone Calls 103
- Arrest / NTA'S 24
- Citations Issued 78
- Citations Entered 165
- Reports Generated 141
- Reports Entered 130
- Mail / Faxes / Request 42

Patrol

- Total Calls: 1,369
- Total Traffic Stops: 194

Operations

Crime Opportunity Report Forms: 90

- 01/04/17
 - Narcotics Arrest, 25 Riverside Drive (The Casements). Unresponsive female was contacted in her vehicle and found to have narcotic paraphernalia in her possession.
 - Warrant, 1521 West Granada Boulevard (Walmart). Subject was contacted while investigating a shoplifting case and found to have an open warrant.
 - Grand Theft, 47 Falls Way Drive. Victim wrote a known suspect a check for \$1,500 on December 13th to complete fence work. The check was cashed but work has not been completed.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). An unlocked vehicle was entered, a wallet and debit cards taken.
 - Resisting without Violence Arrest, 440 North Nova Road (Rainbow Park). Subject refused to follow officer commands during an investigation.
- 01/05/17
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Loss Prevention reported that a subject stole bed linens and fled.
 - Solicitor Arrest, West Granada Boulevard and Interstate – 95 / Northbound Off Ramp. Known transient was observed soliciting traffic at the intersection.
 - Carbreak, 2 John Anderson Drive (Fortunato Park). Passenger side window broken, purse and firearm taken.
 - Burglary Residential Arrest, 8 Circle Oaks Trails. Resident called 911 when they discovered an unknown female inside their house. Female was located, identified and arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed at self-check-out registers scanning some items and not others, concealing them into a plastic tote.
 - Aggravated Stalking, 12 Traceway Court. This is an ongoing issue between two juveniles. One continues to make social media posts about the other, solely to harass him.
 - Burglary Business, 1614 North United States Highway One (Econo Lodge). Hotel guests returned to their room to find jewelry and cash missing.
 - Warrant Arrest, 901 South Beach Street (Riviera Park). Subject contacted at the park and found to have an open warrant.
- 01/06/17
 - Burglary Residential, 701 East Lindenwood Circle. Suspect entered an open garage and stole an iPad and a key fob from inside the vehicle.

- Trespass Arrest, 45 Central Avenue. Subject contacted and trespassed from the residence later returned and was arrested.
- Fraud/Theft Arrest, 657 South Atlantic Avenue. (Driftwood Beach Motel.) Victim had her credit card taken and several charges were made without permission.
- Driving Under the Influence, Arrest. 331 Riverside Drive. A call was received of an overturned vehicle that had been traveling the wrong way on the "one-way" section of Riverside Drive. The driver was contacted and subsequently arrested.
- 01/07/17
 - Harassing phone calls, 12 Traceway Court. Two juveniles have been harassing each other for a few months. The other juvenile resides at 29 Foxfords chase. The harassing phone calls and text messages have gotten violent.
 - Burglary Residential, 91 Ford Street. Resident advised that she saw her property in her backyard in the morning but it was now missing.
- 01/08/17
 - Burglary Business, 281 Hand Avenue (Tree Life).The business owner advised that his locked gate was cut and an Altec wood chipper was taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Arrest made for taking items from the store.
 - Theft, 101 Clyde Morris Boulevard (Ormond in the Pines). Two thefts occurred at this establishment within the past three weeks. One was a theft of a check and one was a theft of a wallet.
 - Narcotics, Notice to Appear. Airport Road at Ormond Green Boulevard. Driver contacted during a traffic stop issued a Notice to Appear for possession of marijuana.
 - Car Break, 76 Old Wiggins Lane. Victim saw a subject inside his vehicle after hearing the horn sound. No one was located, nothing taken, fingerprints were recovered.
 - Battery Domestic Violence Arrest, 38 Lorillard Place. Subject arrested after battering his girlfriend.
- 01/09/17
 - Warrant Arrest, 690 South Nova Road. Officers came into contact during a traffic stop with a subject that was found to have an open felony warrant for grand theft.
 - Armed Robbery, 1521 West Granada Boulevard (Walmart). Loss prevention employees observed an unknown subject attempt to exit the store with \$1,279 worth of items.
 - Grand Theft, 323 South Yonge Street (Metro PCS). Suspect is a former employee. Over \$1,000 cash and a phone stolen since September 2016.
 - Battery, 110 South Nova Road (Rivergate Plaza). Victim was in the process of repossessing a vehicle when he was approached and pushed by the suspect.
 - Carbreak, 726 West Lindenwood Circle. Apron and phone charger removed from unlocked vehicle.
 - Grand Theft, 610 South Yonge Street (Simply Self Storage). Victim suspects that his former girlfriend stole a LG television.
 - Grand Theft, 524 South Yonge Street. Bicycle taken from the front of the residence.
 - Warrant Arrest, 1500 block West Granada Boulevard. Subject contacted and found to have an open warrant.
 - Narcotics Arrest, 100 South Nova Road (McDonalds). Subject contacted after report of him being in possession of a firearm. He was in possession of narcotics and a BB gun that resembled an actual firearm was recovered.
 - Carbreak, 87 Bosarvey Drive. Drill missing from a vehicle in the driveway.
 - Traffic Arrest, 300 Block South Yonge Street. Driver contacted during a traffic stop found to have multiple suspensions.
- 01/10/17
 - Grand Theft, 152 Loyola Drive. \$900 taken from an elderly victim.
 - Theft, 309 Grove Street. The victim invited the suspect inside his residence to discuss possible roof work. The victim advised he left the room for a moment, when he returned, his wallet and the suspect were gone.

- Grand Theft, 1190 North United States Highway One (Edgewell Personal Care.) Unknown suspect stole a \$3,000 Dell laptop along with a \$20 mouse.
- Grand Theft/Dealing in stolen property, 476 Hollywood Street. Known suspect took tools from the property but returned some of them when confronted by the victim. Other missing items found to have been pawned.
- Burglary Residence, 8 Oriole Circle #C. Victim suspects a known juvenile suspect entered her unlocked home and stole a ring.
- Carbreak, 133 Country Club Drive. Money, gift cards, and lotto tickets taken.
- Burglary Residence, 141 Country Club Drive. Neighbor called the police to report a front window to the residence broken out. Once officers were on scene, they found several packages on the front door step had been rummaged through.
- Child Abuse, 126 Mound Avenue. Victim and suspect involved in a physical altercation. Adult suspect battered a juvenile victim. Juvenile's guardian declined to pursue the matter.
- Narcotics Notice to Appear, Hand Avenue and South Nova Road. Subject contacted during a traffic stop where narcotics were located.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 38
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 44
 - Number of Written Warnings Issued: 4
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 3 signs have either been removed or sign cases created.
- 3 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and fifty-nine (59) telephonic inquiries.

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – All water main work is complete. Restoration is nearly complete with only minor sod work remaining, which is expected to be complete this week.
 - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Fernway Drive curb replacement is approximately 90% Complete. Paving on Fernway and Biltmore to begin in approximately 1 week.
 - Water Treatment Plant Lime Silo Dust Arrestor – The Contractor has begun mobilization, delivery of the dust arrestor is expected this week.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor has commenced work, the first two high speed pumps have been removed to allow for reconstruction of their base.
 - Laurel Creek Stormwater Pump Station Improvements – The contractor is constructing the generator pad and installing the electrical conduits.

- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
- CDBG – Hospital Garden Landscaping – Contractor began demolition and tree removal work on Wednesday.

Design Projects:

- South Peninsula Reclaimed Expansion – Final plans have been received and submitted for disposition at the January 17 City Commission meeting with bid advertisement to follow.
- West Ormond Community Center – A kick-off meeting was held with the Consultant. The consultant is coordinating with the School staff regarding getting school board approval for the project and use of school property.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments are due by the end of the month. After that staff can address any comments prior to permit issuance. An email was sent to FDEP to request their assistance in the permit review process that appears to have become placed on hold while FDEP staff deals with Hurricane Matthew issues.
- Sanitary Sewer Inflow/Infiltration – Bid opening was held on December 13. Bid award is scheduled for the February 7 City Commission meeting.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting is being scheduled.
- Effluent Outfall Replacement – Consultant submitted final plans. The project has been advertised for bids. The ERP Permit has been issued. The state submerged lands lease was received and the project is set for disposition to advertise for bids at the January 3rd CC meeting.
- Forest Hills Connector Trail – City staff is continuing to work on plans for review by FDOT, survey consultant is scheduled to do borings for groundwater elevation.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the Kayak Launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – Consultant is addressing comments on 60% plans, 90% plans expected soon. Tentatively scheduled for disposition to advertise for bids at the February commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Design Consultant has submitted final plans and is finalizing permit applications for submittal to the Volusia County Public Health Unit. Staff is finalizing plan review and placing documents on the agenda for the February 7 City Commission Meeting.
- Downtown Stormwater Phase 2 – Staff met with New Britain Avenue property owners to discuss right-of-way issues and project schedule.
- Fleming Ave Stormdrain Improvements – Staff is meeting with the Consultant next week to review computer modeling results.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.

- Main Trail Bridge – Staff has received and is reviewing quote from Construction Management Contractor to perform the required bridge maintenance repairs. This project will be placed on the FY17-18 CIP program.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Bids were opened on January 10, and are under review.
- Cassen Park Restroom Replacement – Design is in process.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff is coordinating with continuing services contractors to repair the damage following City purchasing policy for insurance reimbursement.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed multiple plans and created approved Work-in-the-Right-of-Way permits for Sandy Oaks Lane, Indian Trail, and 70 South St. Andrews Street, per Bright House request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Cumberland Avenue, North Yonge Street, North Ridgewood Avenue, and Sea Bird Drive, per FPL request.
 - Reviewed plans and created approved Wetland Protection Permit for 110 North Beach Street.
 - Continued working toward 60% completion on the proposed Forest Hills Connector Sidewalk construction plans.
 - Researched property ownership and maintenance responsibilities for Virginia Avenue, per Streets Division request.
 - Researched old files for information on the water main located at Neptune Park Drive, per Utilities Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed section of asphalt driveway, formed up sections of sidewalk on Riverside Dr between Riverbend and Rockefeller
 - Removed driveway apron, formed and dug out rest of removed sidewalk sections on Riverside Dr
 - Dug out and poured 11'x 6.5' section of sidewalk on SR40 200' East of Deer Lake Cir
 - Checked forms, prepped for pour on 400 block of Riverside Dr; 12 yd concrete pour sidewalks
 - Cut out slab damaged by tree on Traceway Ct
 - Cut out slabs in Fiesta Heights – Cuadro PI

Forestry Crew

- Trimmed & cleaned up at City yards and City Hall (including 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
- Stump grind & flush cut on Hernandez Ave, Broadmoor Cir, Hickory Hills Blvd, Firestation 93
- Removed sycamore tree at PAC
- Pick up debris pile from accident on 500 block of Riverside Dr
- Removed debris from stump grinding on Aaron Cir, Ormond Lakes Blvd, Hernandez Ave
- Inspected locations from storm: Stone Quarry Cir and Deer Creek and Fire Station 93
- Picked up brush on all corners of Center St & Fleming Ave
- Trimming on 900 block of Northbrook Dr
- Trimming & removal at South Ormond Rec
- Cut & grind stump on Tomoka View Dr, Tanglewood Cir

- Removed stumps on Hammock Ln, Traceway Ct, Nova Rec

Maintenance Crew

- 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 (Department of Transportation) roads, at Orchard & 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
- Barricade delivery to Memorial Art Museum
- Traffic control on Riverside Dr by Rockefeller Dr

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened signs in various areas of the City
- ARBFP, installed (2) new HIP Stop signs, posts & anchors
- Straightened 25 mph Speed Limit sign on Ellsworth Ave
- Installed 25 mph Speed Limit sign on Hull Rd
- Checked for Crosswalk & Stop Bar installation in Southern Pines
- Picked up dropped off/found signs from PD
- Installed (2) HIP Speed Limit signs for Washington St

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – Citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – Citywide
- Pump & gates inspected Citywide
- Working call in complaints – Citywide
- Pipe replacement in Forest Hills
- Basin repair in Tomoka Meadows
- Clean/wash basins at Fleet
- Sinkhole at Hernandez/Beach St
- Replace storm grate on Fiesta Dr
- Investigate area next to driveway on 300 block of John Anderson Dr
- Rap-O-Ring around manhole cover for noise on Ormond Parkway
- Removed stumps on Hammock Ln

Mowing

- Reachout mowing – US1

Street Sweeping/Streetsweeper

(no numbers – out sick today)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
18,130

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:
2

Quick Fleet Facts:

- Fleet has 8,265 gallons of unleaded and 4,978 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,536 gallons of unleaded and 429 gallons of diesel.
- Fleet completed 62 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Reviewed 90% plans. A meeting with FPL and the consultant will be scheduled.
- Fire Hydrant Replacement Program – A list of hydrant priorities to be replaced in the final year of the contract was prepared.
- Lift Station 8M1 – Contractor proposes to start construction 1/23/17. An on-site pre-construction site meeting is scheduled on 1/20/17.
- Lift Station 10M & 12M Rehabilitation – Reviewed 90% plans and specs. A meeting with the consultant will be scheduled. A work authorization for survey and additional design services was submitted for approval.
- Rima Wells Auxiliary Power Generator – A sensor for the fuel tank high level alarm needs to be replaced.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bid award is scheduled for the 2/7/17 City Commission meeting.
- Shadow Crossings Force Main Improvements – Directional drilling is completed. A wastewater clearance form was prepared. As-Built drawings are being prepared.
- Sodium Bisulfite Tank Replacement – Preliminary design plans were prepared for review.
- South Peninsula Reclaimed Expansion – Final plans were received and submitted for disposition at the 1/17/17 City Commission meeting.
- EST Tank Repairs & Maintenance – Project number, bid date and time was added to the specification manual and sent to the consultant.
- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 was removed and sent to the vendor for rehabilitation.
- Water Plant Lime Silo Dust Arrestor Project – Initial work by the electrician is completed.
- Water Plant Pump & Control Upgrades – Pump 4 and pump 6 were removed and pads are being reworked.
- Water Plant Lime Sludge Dewatering Improvements – A meeting to review the 60% design plans is scheduled 1/12/17.
- WWTP Outfall Pipe Replacement – Project is advertised for bids. The bid date is 2/8/17.
- Utilities SCADA Upgrades – A progress meeting is scheduled for 1/19/17.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Comments on the 60% plans were sent to the consultant and are being addressed.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Final plans were received and permit applications are being prepared for Volusia County Health Department.
- SPRC Projects: Airport Business Park – Discussed conceptual plan to build an airplane hangar on the site. Utilities are available to serve the site. Celedine – The engineer proposes to install an 8-inch force main on Airport Road to serve the subdivision. Cypress Trails – Resolution 2016-173

was passed to allow Daytona Beach to provide utility service to the entire subdivision. Deerfield Trace – Sent SCADA wiring diagram and shop drawings for an existing lift station for consideration by the developer. Hillside Cemetery – Met to discuss the proposed construction - utilities will not be impacted. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line is being requested. Plantation Oaks – Revised pump station calculations were received for review. 25 Neptune Park Drive – Met with design engineer to discuss water main configuration and relocation alternatives. The existing water main is being located. 407 Airport Road – Lot split was approved. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Clearance form is being processed by FDEP.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 39.03 million gallons for the week ending January 6, 2016 (5.58 MGD).
 - Backwashed 10 filters for a total of 454,000 gallons backwash water.
 - Annual average day demand raw water withdrawals from wells through December 2016 @ 6.031 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
 - Produced and hauled 81 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.95 Million Gallons.
 - Produced 22.87 Million Gallons of Reuse.
 - Produced 5.08 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.99 MGD, plant designed for 8 MGD.
 - Hauled 96.36 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 14 water leaks.
 - Installed 7 new residential water meters.
 - Replaced 3 malfunctioning residential water meters.
 - Replaced or repaired 5 water meter boxes.
 - Replaced 9 water services due to low flow or leaks. Installed 4 - 2" casing for new or replacement water services under paved roadways.
 - Moved a water service at 46 Crystal Cr. due to a new driveway installation.
 - Performed pressure testing of 9 and performed repairs on 1 City owned backflow preventers.
 - Repair 3 - 2" water main leaks on Mayfield Cir, Cameo Cir and Marsh Ridge Watch.
 - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Fire Hydrant Maintenance: straighten a FH struck by a vehicle at 883 Village Dr and replaced a FH caused by MVA at 1534 John Anderson Dr.
 - Assist WTP with valve shut down at the high service pump station.
 - Assist Wastewater collection with the valve isolation at the BAT elevated reuse water tank.
 - Exercised 13 valves for scheduled maintenance or leak repairs.
 - Patrolled leak logging equipment in Winding Woods and Fiesta Heights subdivisions. Interpreting information for correlation activities.
 - Rescind all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 162 regular and 6 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
 - Responded to 4 Request for Utility Verifications for residential and commercial properties.
 - Exercising forcemain valves in Phase [1] of Hunters Ridge monthly to bleed off air and to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Replaced PEP tank at 61 Carriage Creek.
 - Repaired C/O that was bored thru by contractor at 44 Stony Ridge.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 33/33 psi, Ocean Mist Hotel @ 28/28 psi, Ormond Mall @ 11/11 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 25/25 psi, Westland Run (2 inch) 20/20 psi & Shadow Crossing Blvd. (4 inch) 14/14 psi.
 - Televised 9 laterals from our PM list, Found 2 that needed to be cleaned, and 7 that were clean and clear, and 2 that need to be repaired.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Sand Filter #1, movable bridge not tracking properly, redistributed sand at each end of filter allowing clearance, test run – OK, placed back online.
 - Breakaway Trails lift station, continue electrical wiring and testing at control cabinet will monitor.
 - Final Tanks begin design/assembly/installation of header drain pipe.
 - Decant Room; tracing sump pump discharge pipe for repairs as needed.
 - Alum Pump #1, leaking at pressure gauge, replaced gauge, ok.
 - Centrifuge LS Wet Well, plumbing leak at pump riser, repair plumbing, ok.
 - Centrifuge #1, begin disassembly toward removal of bowl and scroll unit for internal inspection and possible cleaning and debris removal.
 - BAT, replace faulty soft start for pump #2, adjust parameters, ok.
 - PLC# 4, obtained access into PLC and received program from Rocha Controls.
 - Digester blowers 1 & 2 not reporting to SCADA - assisted Rocha Controls with troubleshooting and repairs, ok.
 - Performed failover test @ WWTP on SCADA 1 & 2 servers, watch each server take control without interruption in plant control
 - CHEL2 & CRKSD not showing data in SCADA, re-pollled both lift stations individually from server, ok.
 - McDonalds, weekly odor control and wet well cleaning, ok.
 - Influent Room, oversee transfer of pump positioning status, ok.
 - Shop - Housekeeping.
 - WIN911 monitor/response: None to Report.
 - SCADA monitor/response: HOMAC, pump #1 stuck on, adjust and clean probe, ok; Ormond Mall, no starts, check station, found low flow, pumps operating fine, ok; San Marco, no starts pump #2, reset motor starter, amp draw nominal, ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Lift Station PM's: 15 monthly and 3 annual performed.
 - 45 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- EF1 electric actuator at sand filters fault troubleshooting of AUMA valve actuator with manufacturer rep., replaced motor overloads, ok.
- LPRO Plant did not come back on line after generator to main power transfer. Found UPS in electrical room not functional, replaced, ok.
- Claricones, change out lime hoses for both cones, ok.

- Plant, repaired broken water line that the lawn maintenance contractor damaged, ok.
 - Aerator building portable generator, relocate for contractors, ok.
 - Scrubber # 2, replace failing pump and motor with a rebuilt shop stock, rebuild worn unit for future use, ok.
 - Aerator building - performed temporary repairs to pump #3 VFD, repaired shaft seal leak on the #2 aerator pump check valve.
 - Lime slurry tank, lubricate float valve tank 1, ok.
 - High service pump #5, found unused fault signal at SCADA terminal, jumper out points at main gear, ok.
 - LPRO Control Wave PLC, worked alongside Rocha Controls to gain access to LPRO PLC and updated with most recent version of program.
 - Monthly PM's: Clari-Cones1, 2; Lime slurry pumps; Standish Booster Pumps.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP) – Staff is investigating the cause and source of sporadic elevated levels of Copper being received by the City's Waste Water Treatment Facility. IPP staff set up the compositors to monitor the copper levels from specific sewer segments.
 - Staff conducted annual inspection and sampling events for all four permitted industries. The inspections allow for an exchange by both the facility and the City of pertinent information regarding the IPP. Annual sampling event allows the City to obtain analytical data on sanitary sewer discharges from facility to the City's sewer collection system. Data is compared with City local limits and EPA categorical limits, if applicable.
 - Staff is compiling information for the quarterly report required by the FDEP consent order concerning the copper exceedances realized at the WWTF.
 - Annual Reuse Report – Staff is compiling data and preparing annual report for submittal to FDEP and SJRWMD. The report summarizes the quantities of annual average daily values of WWTF effluent and reuse being utilized for irrigation categories for uses, i.e. golf courses, residential, and commercial.
 - Groundwater Monitoring Report – Staff submitted the GWM report to the FDEP. The report is required in the WWTF operating permit and allows the FDEP to view analytical data from the groundwater wells surrounding one of the City's largest reuse customers.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Backflow Data Tracking – The compliance rate of the backflow device testing is approximately 85 percent. The rate is significantly higher than before the current tracking system was being utilized. However, greater compliance is still necessary to reach the City's goals.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for January 17, 2017, City Commission Meeting
- Agenda packet preparation and creation for January 19, 2017, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation for February 7, 2017, City Commission Meeting