

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 16, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff
- State of the City meeting with senior staff
- Transparency reporting discussion with senior staff
- Agenda packet review

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- General discussion meetings with Mayor Partington and Commissionees
- PACE Board meeting
- United Way conference call

**Community Development**

Planning

- Planning staff is in the process of interviewing candidates for the engineering inspector and senior planner vacant positions.
- Attended the Ormond Beach MainStreet Design Committee and discussed a potential grant at 100 West Granada Boulevard. The applicant showed the existing building being demolished and a new BBQ restaurant of approximately 1,600 square feet.
- Staff is reviewing two variance applications. The first application is at 230 John Anderson and the applicant seek to demolish an existing structure and construct a new single family house. The second application is at 150 Country Club Drive and the applicant seeks to demolish an existing structure and construct a single-family structure. The Board of Adjustment and Appeals date is April 4, 2018.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 356 inspections performed within the City (26 by private provider).
- 153 permits issued within the City, with a valuation of \$1,460,135.00.

Development Services

- The SPRC has received a lot split at 311 John Anderson Drive and the application is under review.
- The SPRC reviewed a concept plan for a PDQ (People Dedicated to Quality) restaurant with a drive-thru at the Shoppes of Granada Boulevard, Phase 2. Based on zoning designation, the restaurant with a drive-thru would require a Special Exception. It is anticipated that the application would be heard by the Planning Board on May 10, 2018.
- SPRC staff conducted a final inspection at 595 West Granada Boulevard where parking improvements, handicapped access and landscaping were updated.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	25%
For Our Parents ALF	20%
Granada Oaks	95%
Granada Pointe	10%
Hull's Seafood expansion	70%
Launch FCU	50%
Lot 2, Airport Business Park	0%
Ormond Beach Medical Office Building	60%
Pet Street Veterinary Care center	50%
Thomas & Betts parking improvements (phase 1)	40%
Security First	10%
YMCA Dog Park	25%
YMCA Parking Expansion	15%
Zaxby's	0%
Plantation Oaks, utility connection	85%
Cypress Trails subdivision	5%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The site plan was approved by the SPRC and land clearing and storm water retention areas are underway.
  - FDOT has provided their comments on the Security First Managers traffic study. Staff met with representatives of Tomoka Holdings and Security First Managers to discuss appropriate responses to FDOT's US1 traffic mitigation measures.
  - Staff met has prepared an agreement for the process to construct the extension of utilities that will serve the project. The Agreement will be submitted to the Commission in April.
  - Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
  
- Airport Business Park
  - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax

Reimbursement application. The GAP Agreement is scheduled for review by the Commission in April 17 meeting.

- Staff is preparing a revision to the Prime Global Group, Inc GAP that will be presented to the Commission on April 3.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the “Doing Business in Ormond Beach” resource guide.
  - Staff met to formulate the 2018 State of the City Address. A number of themes have been discussed and will be refined over the next several weeks.
- Prospective Business Attraction/Retention/Expansion
  - Flapjack Johnny’s Restaurant has opened after months of renovating the former Greg’s Restaurant on North US1. This is a family owned business with locations in Port Orange and other locations in central Florida.
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities

#### Airport Operation and Development

- Staff prepared and submitted the monthly active aviation grant status report to the FDOT.
- Staff responded to a survey request from the FDOT Aviation and Spaceports Office (ASO). The ASO requested information about the design criteria for the City’s public use heliport.
- Staff conducted a pre-construction meeting for the comprehensive Obstruction Mitigation Project. Representatives from the City’s Engineering Division met with the Air Traffic Manager, the Airport Manager, and personnel from Zev Cohen and Associates and DLR, Inc. to review the project plan and prepare for commencement of the mitigation work.
- Staff worked with Hoyle, Tanner, and Associates (HTA) to respond to a series of inquiries from the FAA regarding the design phase of the Runway 8/26 Rehabilitation project. The FAA inquired about criteria such as the critical design aircraft, geotechnical testing of the existing runway structure, and the proposed designs to resurface or fully rebuild certain sections of the runway based upon the assessed condition of those sections.
- Staff conducted repairs to one of the solar shades at the air traffic control tower.
- Staff has been advised that the quarterly inspection of the airport’s Automated Weather Observing System has been delayed awaiting the availability of an inspector from the FAA.

#### Finance/Budget/Utility Billing Services/Grants/PIO

##### Finance

- On-going Projects
  - The City has been obligated by FEMA for four (4) of the City project worksheets, due to City is \$6.1 million. The state has obligated the City for two (2) project worksheets totaling \$5.8 million. Project assessment and reimbursement submission will continue.
  - FEMA assessment and project planning for Hurricane Irma is in progress.
  - Preparations for Phase 3, Utility Billing are underway.
  - Training for ESS is on-going. Payroll trained a group at the Police Department and further training sessions has been scheduled.
- Completed Projects - Weekly
  - Processed 49 Journal Entry Batches.
  - Approved 16 Purchase Requisitions totaling \$52,545.55.
  - Issued 12 Purchase Orders totaling \$71,563.79.
  - Prepared 111 Accounts Payable checks totaling \$822,015.85 and 44 Accounts Payable EFT payments totaling \$368,079.50.
  - Prepared 351 Direct Deposits totaling \$457,037.40.
  - Transferred IRS 941 payment of \$149,787.74.
  - Issued 784 past due notices on utility accounts.
  - Auto-called 120 utility customers regarding receipt of a past due notice.

- Processed 532 payments through Interactive Voice Response System totaling \$54,014.56.
- Grant money fiscal year-to-date total received, \$508,879.00 dollars.

#### Grants/PIO

- Public Information
  - Open Gym: Updated (March 23 cancelled and March 30 added)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended weekly staff meeting.
  - Attended State of the City 2018 staff meeting.
  - Attended Local Mitigation Strategy meeting for review/approval and discussion of priorities for the Hurricane Irma Hazard Mitigation Grant Program (HMGP) submittals.
  - Attended State-wide HMGP webinar for Hurricane Irma submittals.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
    - Fires: 3
    - Fire Alarms: 3
    - Hazardous: 2
    - EMS: 103
    - Motor Vehicle Accidents: 9
    - Public Assists: 50
    - TOTAL CALLS: 170
  - Aid provided to other agencies: 14 Calls – Daytona Beach (5), Volusia County (9)
  - Total staff hours provided to other agencies: 28
  - # of overlapping calls: 54
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 0
  - Total EMS patients treated: 80
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 328
- Training Hours
    - NFA 1001: Firefighting 25
    - NFA 1002: Driver 4
    - NFA 1021: Officer 2
    - NFA 1500: Safety/Equipment 9
    - NFA 1620: Preplanning 8
    - EMT/Paramedic 29
    - TOTAL TRAINING HOURS: 77
  - Station Activities
    - Updated 5 pre-fire plans
    - Conducted 3 fire inspections

- Significant Incidents
  - 3/9/18, 9:28 AM: 260 Williamson Blvd. – Motor Vehicle Accident – Responded to a single vehicle rollover – crews removed windshield and extricated two passengers – one patient transported to hospital.
  - 3/11/18, 1:19 PM: Hand Ave./Clyde Morris Blvd. – Brush Fire – Responded to an investigation of smoke in the area – found a two acre fire moving at medium speed – Department of Forestry cut a fire line to contain fire – approximately 1,000 gallons of water utilized – fire out at 3:54 PM.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Fire Chief (Fire) open 2-13-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Fire Chiefs Association, IAFF, and internally.
    - Part Time Events Leader (Events/Leisure Services) open 3-7-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 2-8-18 until 2-23-18. Advertised on City web site, governmentjobs.com, and internally.
    - Summer Camp Counselors (Leisure Services) open 3-1-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Part Time Maintenance Worker II (Parks/Leisure Services) open 3-9-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
  - Applications Under Review
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
    - Economic Development Director
    - Chief Treatment Plant Operator (Water Production/Public Works)
  - Interviews Scheduled
    - Engineering Inspector (Planning)
    - Senior Planner (Planning)
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
  - Employee Events
    - Skin cancer screenings for HSA contributions runs through 12-31-18
    - Make-up day for Personal Health Assessments for HSA contributions held 3-21-18
    - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
    - Munis Employee Self Services time reporting being introduced to various departments
  - Risk Management Projects
    - Mayor's Health and Fitness Challenge activities
    - Tyler training for Risk Management module

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources/Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.

- Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
- IT Strategic Plan – Draft documentation review.
- Enterprise Infrastructure
  - iSeries system (HTE Sungard Naviline): None
  - Windows Servers: None
  - Networking System: None
- Work Orders
  - New: 24
  - Completed: 57
  - In progress: 49
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 58,233
  - Inbound E-Mails Blocked: 34,598
  - Delivered Inbound E-Mails: 23,635
  - Quarantined Messages: 260
  - Percentage Good Email: 40%
  - Virus E-Mails Blocked: 2
- Notable Events: None
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 0
    - Corrections: 1
  - Map/Information Requests: 25
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,495
  - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
  - Notable Events: None

## **Leisure Services**

### **Administration**

- Public Works meeting
- City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- State of the City meeting

### **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.
- The EDC Coordinator attended a free Growing Up WILD and Schoolyard Wildlife dual workshop in Port Orange on Saturday from 9:00 am to 3:30 pm.
- Joan Tague hosted a Spring Bird Walk on Wednesday from 8:00 am to 10:00 am. Participants began in the EDC parking lot and walked along the G.F. Althouse Trail.
- Cherry Laurel Garden Club met at and toured the EDC on Wednesday from 10:00 am to noon.
- The EDC Coordinator attended the SEEA-LEEF Conference Research Symposium on Friday from 8:00 am to noon in St. Petersburg, FL.
- Volusia County's Sea Turtle Program Field Manager held a program on Friday from 10:00 am to 11:00 am.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1:00 pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices this week at 3:30 pm on Thursday and Friday at the Kiwanis Baseball Field and Softball Quad 2. No games are being played this week due to spring break.
- Staff is preparing for the USSSA Baseball Tournament to be held Saturday and Sunday on the Wendelstedt fields as well as the Nova Community Park fields from 8:00 am to 8:00 pm.

#### Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex and Nova Fields
- Continued edging infields (18) weekly at Sports Complex and Nova Fields
- Marked fields for games for USSSA Baseball Tournament
- Painted 18 Soccer fields, added goals, toters, sand bags, corner flags, and benches to each
- Painted six soccer fields at SONC for YMCA program
- Painted flag football field on Championship Field 7 for SHS games
- Moved large bleacher to Field 11 for SHS flag football
- Added clay to Wendelstedt Fields low spots from Umpire School
- Set up field house for training for 100
- Put in new home plates at Nova Fields 3 and 5

#### Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
  - Follies held on stage rehearsal Monday through Friday.
  - Kopy Kats held regular classes on Monday and Thursday.
  - Ormond Church held services Sunday.

#### South Ormond Neighborhood Center

- Splash pad opens March 15
- Open park and playground sunrise to 11pm daily

- Fitness room
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- PAL tutoring Monday-Thursday
- YMCA soccer practices Monday/Tuesday/Thursday/Friday
- Sports Club youth basketball practice Saturday

#### Community Events

- Weekly administrative tasks, office work, and activities
- Attend Senior Games Board meeting
- Planning of 2018 events through July:
  - Art in the Park, May 5 and 6
  - Memorial Day Remembrance Service, May 28
  - Reel in the Fun Fishing Tournament, June 16
  - Independence Day Celebration, July 4
  - Summer Sounds Concert Series, July 13, 20 & 27

#### Gymnastics

- Registration is open for March session
- March session in progress
- Team girls attended state competition in Orange City March 10 & 11
- Open Gym, Friday, March 16, 6:00 pm-8:00 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- All programs are on spring break.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were at 9:30 am and 10:30 am.
- A wedding was held at Bailey Riverbridge on Sunday from 3:00 pm-5:00 pm.
- The Casements Camera Club is holding their 25<sup>th</sup> Annual Ebony & Ivory Show throughout March.
- A Guild Executive Board Meeting was held on Monday from 9:30 am-10:00 am.
- A Guild Administrative Board Meeting was held on Monday from 10:00 am- noon.
- Italian cooking class was held on Tuesday in the Kitchen from 4:00 pm-9:00 pm.
- Lohman's Healing Workshop was held on Wednesday from 3:00 pm-5:00 pm.
- Staff started preparing for the Persian festival
- Pilates classes were held Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga was held on Tuesday and Thursday from 10:00 am-11:30 am.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Bailey Riverbridge and Fortunato Park: Removed washed up sections of dock pieces
- South Ormond Neighborhood Center: Formed up two park bench slabs and one trash unit slab
- Nova Community Park: Repaired basketball backboard and hoop
- Andy Romano Beachfront Park: Removed "Closed Stairs" signs
- Central Park III: Installed engraved park bench slats
- Ormond Memorial Gardens: Replaced missing spindle and secured eight loose ones. Repaired loose handrail.



### 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
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Removed the generator awning at Breakaway
- Checked the gate key pad at the WTP
- Repaired the porch and railing at Ames
- Met plumbing contractor for water line repair at Fire Station 92
- Repaired the 1st floor women's toilet at The Casements
- Repaired the loose toilet base women's room at the PAC
- Replace the men's room soap dispenser at Central Park II
- Adjusted the fountain timer at the PAC
- Repaired the taxiway light at the Airport
- Changed the burned out bulb in Nova Gym
- Unclogged the women's restroom at SONC
- Repaired decorative street lights on Mound and Division Street
- Unclogged the outside restroom sewer line at Nova
- Checked all restroom stainless steel fixtures at Andy Romano Park
- Checked the maintenance building lights for repair at Breakaway

### Police Department

#### Administrative Services

- Hosted the weekly staff meeting.
- Staff hosted a meeting with Carter's Cabinetry to discuss a display.
- Staff held one-on-one meetings with supervisors.
- Staff hosted a meeting with Finance personnel to discuss the new timesheet system.
- Staff read with the "Officer Friendly" program at KinderCare.
- Staff hosted an Awards Committee meeting.

#### Community Outreach

- The next community project for the YDC is the Unity in the Community event on March 17, at the South Ormond Neighborhood Center.
- Twenty (22) students participated in the *Tutors R Us* (TRU) program last week. The program is offered on Monday – Thursday from 3:00 – 6:00 pm in partnership with the South Ormond Neighborhood Center.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 2nd, 3rd, 4th, and 5th grades continued at Ormond Beach Elementary School. Twenty-eight (28) youths registered for the program. Last week, students worked on story progression with the OBPAL Magic Story Bag and our One Word Story lessons.
- Practice for the OBPAL Basketball season has begun. Last week twenty-seven (27) youths participated. Currently, two (2) teams are registered for the State of Florida Association of Police Athletic League's Annual Basketball tournament. The tournament is scheduled to take place in Jacksonville, Florida on March 23-25. Practice and scrimmage games will be held at the South Ormond Neighborhood Center on March 17 during the Unity in the Community Event.
- Ten (10) children with their families participated in *Reading with a Cop* on Wednesday, March 7 at the Ormond Beach Library. Sgt. Tom Elkins was the guest reader. The children and parents enjoyed the chance to listen to books about spring and ask questions about the role of a detective in the Police Department. Our next *Reading with a Cop* is April 4.
- The Second Annual OBPAL Donut Dash 5K will take place in the Trails Community on Saturday, May 5, 2018. Registration will begin at 7:15 am with a race start at 8:00 am. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://www.racesmith.com/events.html>. For sponsorship opportunities please call 386 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 3
- Trap Neuter Release: 2

#### Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 5
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 4
- Sex Offense/Rape: 1
- Assaults: 1
- Police Information: 2
- Vandalism: 1

#### Records

- Walk - Ins / Window: 60
- Phone Calls: 94
- Arrest / NTA'S: 26
- Citations Issued: 208
- Citations Entered: 322
- Reports Generated: 96
- Reports Entered: 70
- Mail/Faxes/Requests: 17

#### Patrol

- Total Calls: 1,589
- Total Traffic Stops: 426

#### Operations

##### Crime Opportunity Report Forms: 50

- 03/07/2018
  - Trespassing Arrest, 715 South Nova Road. Subject was arrested for trespassing after warning.
  - Narcotics/False Information/Driving While License Suspended Arrest, 21 Park Ridge Way. A traffic stop was conducted where a subject was found to be in possession of narcotics. The subject also gave false information regarding her name and had a suspended driver's license.
- 03/08/2018
  - Stolen Vehicle, 208 Destination Daytona Lane (Giant Recreation World). Victim took his 2008 camper to the business for repair. It was discovered missing and a review of surveillance video shows it being stolen on 3-05-18.
  - Stolen Vehicle, 208 Destination Daytona Lane (Giant Recreation World). A Suzuki 4-door vehicle was taken and then returned in the surveillance video.
  - Stolen Vehicle, 208 Destination Daytona Lane (Giant Recreation World). A Ford F350 belonging to the business with business graphics on the vehicle was stolen on 3-05-18. The keys to the vehicle were left in the gas cap.
  - Grand Theft, 942 Parkwood Drive. Victim hired Carlson Enterprise to repair her roof after Hurricane Matthew in 2016. She paid a down payment and since 2016 the business has not completed the work or refunded the money after multiple attempts.

- Narcotics Arrest, 507 South Atlantic Avenue. A traffic stop was conducted on a vehicle for an equipment violation where narcotics were located.
- 03/09/2018
  - Narcotics Arrest, Airport Road and Sunshine Boulevard. Subject contacted who was found to be in possession of narcotics and paraphernalia.
  - Domestic Battery, 1530 Crowne Ormond Lane #525. Suspect punched the victim in the face.
  - Warrant Arrest, West Granada Boulevard and North Yonge Street. Subject contacted and found to have an open warrant.
  - Domestic Battery Arrest, 3 Timberline Trail #D. Subject contacted after battering another in the home.
  - CarBreak, 1670 West Granada Boulevard. Windows left open, cash taken from the vehicle.
  - Trespass Arrest, 1478 West Granada Boulevard. Subject contacted and found to be trespassing after warning.
  - Driving Under the Influence Arrest, Nova Road and Talaquah Boulevard. Subject contacted who was found to be intoxicated.
- 03/10/2018
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject brought a receipt for a previously purchased item into the store, obtained a like item off of the shelf and returned that stolen item for a cash refund.
  - Driving Under the Influence, 485 South Atlantic Avenue. A traffic stop was conducted where the driver was found to be under the influence.
- 03/11/2018
  - Warrant Arrest (Contempt of Court- Failure to Pay Child Support), 548 Bryant Street. Subject contacted and found to have an open warrant.
  - Warrant Arrest, 43 Brookwood Drive. Subject contacted and found to have an open warrant.
  - Warrant Arrest, 110 South Nova Road. Subject contacted and found to have an open warrant.
  - Failure to Pay Arrest, 460 South Atlantic Avenue. Subject was contacted after contracting a taxi for a ride and was unable to pay for the service.
  - Robbery, 465 Bryant Street. A bicycle was taken from the location by a known subject.
  - Warrant, 1 Torrey Pines Court. Subject contacted who was found to have an open warrant.
  - Warrant Arrest, 110 South Nova Road. Subject contacted and found to have an open warrant.
- 03/12/2018
  - Battery Domestic Violence Arrest, 37 Wilmette Avenue. Officers responded to a physical disturbance where two females struggled over a cell phone.
  - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was contacted after selecting some clothes, putting them on, and attempted to walk out of the business wearing the clothes without paying for them.
  - Trespassing Arrest, 145 East Granada Boulevard (Granada Plaza). Subject contacted and found to have been previously given a trespass warning.
  - Driving Under the Influence, 800 block North United States Highway One. Subject was stopped for speeding and found to be under the influence of intoxicants.
  - Narcotics, 50 block East Granada Boulevard. Traffic stop was conducted where narcotics were located.
- 03/13/2018
  - Carbreak, 124 Ponce De Leon Drive. Vehicle doors unlocked, purse and contents taken.
  - Narcotics/Stolen Vehicle/Resisting Arrest, 1508 San Marco Drive. Stolen vehicle was located and the driver was contacted. Subject was also found to be in possession of narcotics.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 146
  - Number of Uniform Traffic Citations Issued: 112
  - Number of Written Warnings Issued: 173

- Traffic Crash Reports
  - Number of Crashes without Injuries: 8
  - Number of Crashes with Injuries: 4

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 7 Case initiated
- 27 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and one hundred six (106) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – All mains and services have been installed. The Contractor is beginning restoration work including installation of sod this week.
    - Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor has completed all water main installation and continues with switching properties over to the new mains.
    - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor continues installing pipe on Fir Street. Watermain switchover and meter tie-ins are scheduled on Wildwood Trail, restoration to follow.
    - Ormond Sports Complex Field 4-10 Lighting – The Contractor is working to complete the installation on fields 7. The lighting is complete and operational on fields 4, 5, 8, 9 & 10.
    - CDBG (canoe kayak launches) – Cassen Park installation has begun and Central Park is scheduled to begin next week.
    - Ormond Elementary Parking Lot Lighting Upgrade – The LED lighting will be installed during the school's Spring Break as to not interrupt school operations.
    - Memorial Gardens Parking Lot Improvements – Contractor began work this week.
    - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings.
    - Effluent Outfall Replacement – The contractor has ordered materials which are expected to be delivered in April and has thus requested the start of construction be set for mid-April.
    - Storm and Sewer Lining – A Preconstruction meeting is scheduled for Monday March 19.
    - Deer Creek Reclaimed Water – Contracts were received back from the Contractor. A pre-construction meeting will be scheduled.
  - Bidding
    - Downtown Light Replacement – The bid award was approved at the March 6 City Commission meeting, contracts are being executed.
    - CDBG – Streetlight Replacement – Bid opening was on March 15.
    - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
    - A1A Manhole Repair – Bids came in significantly higher than expected, these bids will be rejected and a modified project scope will be included with the 2018 Road Rehabilitation – Resurfacing project.
    - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16 CC meeting and the project was advertised. A pre-bid meeting was held on February 1, bids were received on February 21 and are under review.
    - 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below Microsurfacing project for approval to advertise for bids.

- 2018 Road Rehabilitation – Microsurfacing – Staff is working with Purchasing to utilize a competitively bid contract from Largo for this work.
- Forest Hills Connector Trail – Project will be advertised March 18; a pre-bid meeting is scheduled for April 4 with bids scheduled to be open April 19.
- Water Plant Upgrades – Staff anticipates receiving the 90% bid documents soon.
- WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
  
- Design Projects:
  - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “double barrel” the existing single 12-inch water main. Staff is applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
  - Ormond Crossings Utility Extensions – Final design has been completed and staff is working on the agreement for construction reimbursement. Security First, in order to get the water to the site, has offered to up-front the construction cost for the utility extensions to the site on the condition that the City agrees to reimburse them for the cost. Staff is coordinating the necessary agreement to allow this to happen.
  - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2 CC meeting along with the Work Authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the Breakwater proposed with the public dock project. The Consultant has submitted a request for a permit exemption from FDEP for the fishing pier repairs. If that is approved they will then submit to FIND for an emergency disaster repair grant for 50% of the cost of the repair of the fishing pier.
  - WWTP Sludge Dewatering Improvements – Staff has received 60% plans and had a review meeting with the consultant on March 8.
  - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
  - Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant is fully executed. The Consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP
  - Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by staff.
  - Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
  - Cassen Park Improvements (Paving and Restroom Replacement) – Staff has looked to apply for an HMGP grant which would pay 75% of the project total construction cost. However, after talking with Florida DEM, park projects do not meet HMGP benefit cost requirements and thus this is not an applicable project for the HMGP program. As such, staff is proceeding with the design of the approved CIP projects that include construction of a new bathroom and paving improvements to the parking.
  - Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
  - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff received a high ranking of 93.6 from ECHO which qualifies this project for funding.

- Nova Community Park Tennis Court Lighting – Staff will OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – Staff sent letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to providing them. If not, staff will pursue an alternate route for the raw water main along SR40.
- Wastewater Plant Influent Pump Station – This project has been assigned to Utilities.
- Tomoka Elementary Connector Sidewalk – FDOT has approved bid specifications; these will be presented to the City Commission for disposition on April 3, 2018 and advertisement on April 8, 2018.
- Williamson Blvd Pedestrian Improvements - FDOT has approved bid specifications; these will be presented to the City Commission for disposition on April 3, 2018 and advertisement on April 8, 2018.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- MacDonald House – Working with Construction Manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for Design Consultant.
- submit a FRDAP grant application to help offset the cost to construct the project.
- Police Department Access Control – The Consultant has resubmitted design drawings and contract documents for review by staff.
- A1A Force Main Repair – Staff is working with the Consultant to revise the design proposal.
- WTP Aerator Electric Upgrades – This project has been assigned to Utilities.
- Coquina Ct Drainage – Staff anticipates receiving a proposal for design this week.
- Main Trail Bridge Repair – Staff is working with Construction Manager to repair deficiencies identified in the bridge.
- Departmental Activities
  - Reviewed daily SWMP, Fence, and Engineering Permits through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Magnolia Street and Winding Woods Trail, per AT&T request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 48-50 Thornhill Chase Way, 1 Carriage Creek, and 1 Lake Vista Way directional bores, per Brighthouse request.
  - Completed elevation survey and started work on FAA permit for proposed cell tower at the WWTP.
  - Archived Wastewater Division drawings.
  - Created a back-up for the drawing database.
  - Modified permit drawings for 141 Sunrise Cove irrigation service installation, per Utilities Division request.
  - Researched reuse pumps and equipment at Hunters Ridge, per Utilities Division request.
  - Researched old City files to determine maintenance responsibilities for Flagler/Broadway/Benton Streets, per Streets Division request.
  - Continued research and began sketch and legal descriptions for 3638 Ocean Shore Blvd and Ocean Sunrise parcels, per Planning Department request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Concrete prep – Harvard Dr.
- Concrete Pour – Harvard Dr.
- Pulled forms, cones, & filled with dirt – Harvard Dr.
- Cut out pavers & filled with concrete – Old Kings Rd.

#### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed tree – Pine Cone
- Trimming for sight view & stop signs – citywide
- Trim roadway & signs – Airport Sports (main gate)

#### 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
- Cleaned area up – Flagler Rd., Benton St., Broadway Ave.
- Cleaned up Gowers St. – Gowers St & Flagler Rd
- Radius repair – US 1 & Melrose Ave

#### 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
- Straightening & replacing signs – citywide
- No Dumping & No Parking signs (16 new) Flagler Ave

#### Stormwater Maintenance

- Locates & Basins cleaned – City wide/zone 2
- Basin repair - PW
- Basin cleaned - Fair Oaks/Zone 3
- Pick up cones/ basins - A1A/beachside
- Locates & basins – citywide/Zone 4
- Gates & pumps – citywide
- Ditch maintenance – Santa Fe Ave.
- Outfalls inspection & clean – citywide
- Outfall inspection – citywide
- Landfill repairs – Nova Landfill

#### Street Sweeping/Streetsweeper

- 173 miles of road cleaned
- 44 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,386
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 16
  - Non-Emergency Vehicles and Equipment: 32
- Road Calls for the week: 0

- Quick Fleet Facts:
  - Fuel on hand: 13,302 gallons unleaded, 10,180 gallons diesel
  - Fuel used in one week: 2,033 gallons of unleaded and 554 gallons of diesel.
  - Fleet completed 69 work orders this week.

#### Utilities

- Projects Summary
  - Ground Storage Water Tank Repairs – Repair activities began at the Standish tank this week.
  - Leeway Tank – Reviewed draft proposal and incorporated comments received from staff.
  - Lift Station Improvements 2018 – Consultant Work Authorization for engineering design services is prepared and will be considered at the March 20 Commission meeting.
  - Lift Station 10M & 12M Improvements – A preconstruction meeting was held on March 9. Due to a pipe shipment delay, the start date was moved to March 19.
  - Pretreatment Effluent Pump (PEP) Purchase – The bid award to lowest most responsive bidder is scheduled for City Commission consideration on March 20, 2018.
  - WWTP Sodium Bisulfite Tank Replacement – Construction to begin upon arrival of tanks on site with delivery scheduled in early April.
  - US 1 Force Main Modeling – Met with design engineer and project manager to discuss modeling. Pressure and lift station run time information is being collected for assisting model calibration for existing conditions (with Bike Week flow impacts considered).
  - US 1 Water Main Improvements – Met with design engineer and project manager to discuss initial scope of the projects to include desired piping configuration.
  - Utility Location Services – No bids were received during our recent advertisement period.
  - Water Plant, Leeway and Breakaway Trails Elevated Tank activities – Additional material was requested by the Engineering Division to prepare a submittal to FAA for the tower height. Design proposals are being evaluated for WTP and Leeway elevated tanks along with proposal for SCADA/ IT communications antenna needs to determine budgetary implications.
  - WWTP Sludge Handling and Re-aeration Basin Improvements – Reviewed plans and met with the designer and project manager to discuss comments.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the April 17 City Commission meeting due to continued contractual concerns related to software license purchase.
  - 141 Sunrise Cove Circle – Preparing plans for a Volusia County Use Permit. Submitted Permit Application form to engineering for processing.
  - SPRC Projects (Utilities Review)
    - 875 Sterthaus – Ormond Renaissance Club House Revisions: Reviewed plans. Utilities are not affected by the pool relocation.
    - People Dedicated to Quality – 1268 W Granada: Met to discuss concept plans for the proposed business
    - YMCA Dog Park – Water main conflicts were constructed. Bacteriological samples passed.

#### Water Treatment

- Delivered 39.19 million gallons for the week ending March 9, 2018 (5.60 MGD).
- Backwashed 9 filters for a total of 440,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2018 @ 5.916 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 67.5 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 30.19 Million Gallons.
- Influent flows average for week @ 4.31 MGD, plant designed for 8 MGD.
- Produced 28.58 Million Gallons of Reuse.
- Produced 1.61 Million Gallons of Surface Water Discharge.



- Annual Average (Feb 01, 2017 – Jan 31, 2018) for Surface Water Discharge 1.77 MGD.
- Hauled 156.19 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 11 water service leaks.
- Performed valve maintenance on 28 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 5 city owned backflow preventers.
- Replaced 10 broken meter boxes.
- Performed an accuracy test on 3 each @ 3" and one each @ 4" commercial water meters. All tested accurate. Scheduled five (5) commercial meters for testing.
- Rebuild 3" Fire Hydrant Meter for accounting for water used during construction activities.
- Performed maintenance on 7 fire hydrants in the Breakaway Trails Subdivision.
- Replaced 4 water services due to low volume concerns. One required a casing to be installed under a paved road.
- Disconnected abandoned irrigation water service at the tap.
- Assisted a plumber locate the water service at 330 S. Yonge St.
- Assist Kingston Shore Condominium complex with a pressure check due to water main leaks on private water mains inside the property.
- Rescind all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 241 regular and 3 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 4 in the conventional system service area. Responded to 2 reuse trouble calls.
- Pumped out and made chamber basket to keep debris from pump at 21 Coquina Ridge Way.
- Installed new EOne (# DH613231) to replace broken PEP tank at 57 Carriage Creek Way.
- Rewired PEP system @ 192 Black Hickory Way and 35 Breakaway Trails.
- Assisted plumber on private broken FM at 1345 W. Granada Ave.
- Disassemble piping for 12" Thompson pump at WWTP in preparation of concrete pad.
- Cleaned 714 feet of 8" gravity main on Byron Ellinor Dr.
- Inspected PEP tank at 51 Cambridge Trace. Tank is not broken. Backfilled.
- Follow up at @ Saddlers Run – pumped down chamber and inspected screens.
- Training crews on new excavator.
- Installed data recorders at Harley Davidson & Ormond Lakes 1 Lift Station/ force main.
- Located and marked reuse service tap at 19 Circle Creek Way.
- Checked all known trouble spots.
- Replaced broken tee and raised c/o at 3 Alexander Ct.
- Extended irrigation service at 8 Windsong Ct.
- Rehabbed PEP system at 6 Meadow Ridge View.
- Repaired broken lateral at 108 Deer Lake Cir.
- Follow up at 141 Melrose Ave. Found roots in line, cleared with Harbin.
- Cleared stoppage at Nova Rec. Gymnastics Center. Heavy paper in line.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 10 psi, Ocean Mist Hotel 10 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 24 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 11 psi.

#### Wastewater Plant – Lift Stations

- A1A Force Main Pressures: Spanish Waters: Static/ 1/ 2 Pump Run = 16/20/30 PSI Ormond Mall Static/ 1/ 2 Pump Run: 0/6/6 PSI.
- 6P, Generator Alarm, contacted Fleet, found low coolant and hose leak, repaired and filled coolant system, ok.

- Thompson 12" Influent Bypass Pump, assist Collections as needed with fuel transfer to accommodate moving pump for constructing concrete mounting slab.
- Ormond Lakes LS #2 & #4, grounds keeping, rake leaves, ok.
- Peristaltic Pump #2, Fault, replace Peristaltic Tube, ok.
- LS 11M, correct wiring for RTU Low Voltage D/C Power Supply, install new fuse and holder at charging circuit, ok.
- Poly Blend Unit #1, noisy operations, replaced Coupler Insert with New Inventory and repair Chamber Bearing Housing with shop stock, ok.
- Post Anoxic Mixer 1A, feed wires from MCC shorted, continuing troubleshooting.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Laurel Oaks, 5P, high level & phase loss, not reported by WIN911, reboot server and test, 5P clean probe and view correct operation, Laurel Oaks correct loose wiring at pump control relay, ok; Spanish Waters, phase loss, found blown fuse at Phase Monitor Circuit, replaced fuse, station now operational, ok; Ormond Mall, phase loss, fully operational upon arrival, ok; Airport Business Park, phase loss, FPL power outage, mobile generator placed at site, ok.
- SCADA monitor/response: 4M, no starts #3, reboot VFD, ok; 8M, uneven run hours, found #2 pump impeller loose at rotating shaft, applied Loctite and tighten all bolts, ok; Shadow Crossings, no starts #1, confirmed Motor Starter is not functional, repair pending; Chelsea Place #1, no starts #2, reset motor starter, ok; McDonalds, #1 stuck on, clean and relocate probe, will monitor; 1P, high starts, clean probe, 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.
- Monthly Plant PM's: Grit Snail; Influent Odor Control Unit; Poly Blend Unit #2; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Poly Blend Unit #1.
- Quarterly Plant PM's: Influent Odor Control Unit.
- Annual Plant PM's: Decant Pump.
- Lift Station PM's: 26 monthly performed and 0 annual.

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

- Riverview Booster Station, remove non-operating pump unit and deliver to pump vendor for repair.
- 12% chlorine Pulsafeeder pump, rebuild worn unit for future spare, ok.
- Hypochlorite Containment area, repair 2" water line, ok.
- Ammonia feed lines, hand dig 140 feet long trench and install new ammonia feed lines.
- Fluoride equipment shed, continue construction of new shed, hand dig 100 feet of trench and install new electrical feed from south MCC, continue electrical install.
- Operational Checks: Riverview Booster station; Well SR 19, pump down sump; Standish Booster station.
- Monthly PM's: All Division wells; State Road Wells 18, 19, 21.

#### Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Volusia County Health Department – Staff facilitating semi-annual Sanitary Survey being performed by the Health Department at the current time. The survey includes inspection of the raw water wells, the water treatment plant and the water distribution system.
- Industrial Pretreatment Program – Staff is reviewing an application for renewal of an industry's IPP permit that expires September 30, 2018. Staff is Preparing FDEP permit application for adopting newly established local limits.
- Earth Day Event – Staff is developing a schedule of activities for 150 elementary school children to attend the City's annual Earth Day event. The event normally consists of three educational programs to engage the students.
- Annual Water Quality Report – Staff continues to compile water quality data for the City's Annual Consumer Confidence Report as required by the FDEP and EPA. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year. The report also recognizes the compliance rate of the utility during the year.

**Support Services/City Clerk**

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

- City Clerk and Assistant City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Agenda pack preparation and creation, and distribution for March 20, 2018, City Commission Workshop (Sign Code) and City Commission Meeting