

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 15, 2019

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff
- Reviewed city commission agenda packet
- Prep work with senior staff on half cent sales tax community meeting

Spoke to, attended and/or met with:

- Volusia County Elected Officials Meeting
- Dwight Durant, Zev Cohen, discussed various topics
- Susan Richmond, Executive Director Ormond Art Museum, discussed various topics
- Tiger Bay Meeting
- Ormond Beach Sales Tax Community Meeting

Community Development

Planning

- Planning staff attended and presented to the Brownfield Advisory Board.
- Planning staff attended the Neighborhood Meeting for the Total Comfort project located at 1345 North U.S. Highway 1. The project is a phased development for the northeast intersection of U.S. 1 and Southland Road, with Phase 1 proposed as RV and boat storage and Phase 2 (Total Comfort) is proposed as a 26,514+ square foot building, along with two 30,000 gallon gas storage tanks. The subject property is zoned as I-1 (Light Industrial). Phase 1 (RV and Boat Storage) is a conditional use and can be approved by the Site Plan Review Committee. Phase 2 (office and outdoor storage) is a permitted use; however, the site plan shows an outdoor storage area that is greater than 50% which would require a Special Exception. The applicant indicated that once the project was at a point where the outdoor storage was proposed to be over 50%, a Special Exception would be sought.
- Planning staff attended and presented two items to the Planning Board: (1) Outdoor activity (produce display) at the Lucky's Market at 101 East Granada Boulevard and (2) a Land Development Code amendment to remove 56 North Beach Street from the Historic Landmarks List. Both items were approved by the Planning Board.
- Planning staff has distributed surveys to Ormond Beach restaurants regarding food trucks. Staff has scheduled a meeting for restaurants to discuss the potential areas to allow food trucks. Staff has also scheduled a meeting to discuss food truck regulations with food truck operators. A summary of the survey and the two meetings shall be presented to the Planning Board as a discussion item at the April 11, 2019, meeting.
- Planning staff has sent notices to property owners within the Downtown Community Redevelopment Area detailing the scheduled meetings to update the Downtown master plan. **The Downtown Steering Committee shall hold a welcome and kickoff meeting on Thursday, March 28, 2019, starting at 6 p.m. at the Anderson-Price building at 42 North Beach Street.**

Two public meetings are scheduled on Wednesday, April 17, 2019, and Wednesday, May 15, 2019, both starting at 6 p.m. at the Anderson-Price building at 42 North Beach Street.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 413 inspections performed within the City (11 by Private Provider).
- 115 permits issued within the City, with a valuation of \$1,315,549.

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Ormond Lakes representatives to extend water to median islands that contain historic trees.
- Projects under SPRC review include:
 1. 35 Breakaway Trails, Ground Storage Tank and Pump Station Improvements. 2nd Review. Demolition of the existing two ground storage, one elevated storage tanks. Construction of a new 2MG ground storage tank and pumping station. SPRC approval is pending.
 2. 1345 North U.S. Highway 1, Total Comfort. 3rd Review. Phased development to include an office/warehouse use and RV and boat storage.
 3. Pineland Subdivision, Phase 1 Final Plat. 3rd review. The application seeks to allow the subdivision of 44 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
 4. Pineland subdivision, Final Plat – Phases 2&3. 3rd review. The application seeks to allow the subdivision of 77 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	95%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	100%
Cardinal Drive Beach parking	70%
Chase Bank	15%
Cypress Trails subdivision	70%
Davita Dialysis	100%
Granada Pointe	95%
Huntington Villas	10%
Independence Recycling of Volusia	25%
Lot 2, Airport Business Park	100%
Lucky's Market	35%

Volusia Memorial Mausoleum	50%
Ormond RC, Fitness Center & Building 1C	50%
Pineland	47%
135 Hernandez Lot Split-Utility Connection	95%
Security First	65%
Shoppes on Granada, Phase 2	70%
Starbucks @ Granada Plaza	40%
Thomas & Betts parking improvements (phase 1)	90%
8 Coolidge Avenue Warehouse	0%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
 - Concentrated Aloe is completing construction on their 40,000 sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a business retention and expansion survey that will be used to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several industry prospects that are considering locations in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues involvement in the Ormond Main Street marketing and branding initiative.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date, approximately 28 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date, the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue. In regards to hurricane Irma, 98% of expenses have been submitted to FEMA for obligation review.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - 2017-18 audit is being finalized.
- Completed Projects - Weekly
 - Processed 32 Journal Entry Batches.
 - Approved 28 Purchase Requisitions totaling \$156,876.13.
 - Issued 27 Purchase Orders totaling \$127,878.83.
 - Prepared 154 Accounts Payable checks totaling \$612,926.30 and 36 Accounts Payable EFT payments totaling \$577,259.22.
 - Issued 891 past due notices on utility accounts.
 - Auto-called 41 utility customers regarding receipt of a past due notice.
 - Processed 483 payments through Interactive Voice Response System totaling \$48,320.40.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$494,231.69.
 - Transferred IRS 941 payment of \$164,582.67.

Grants/PIO

- Press Releases
 - LED Street Light Conversion
 - Ormond Beach Follies (March 29-31)
 - Joyce Ebbets Scholarship Opportunity for Enviro Camp (Essay deadline is March 22)
- 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 Community Development Block Grant Mandatory Application Workshop.
 - Attended and served as liaison to the Neighborhood Improvement Advisory Board (NIAB) mandatory public hearing meeting for the use of CDBG FY 2019-2020 funding.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Ames Park Parking and Landscape Upgrades to Ames Park, Cassen Park, and Bailey Riverbridge Gardens bid opening. (CDBG funded)

Risk Management Projects

- Mayor's Health & Fitness Challenge activities
- Chamber of Commerce Leadership program planning meeting
- Updated Tyler with Certificates of Insurance data

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 9
 - Hazardous: 1
 - EMS: 79
 - Motor Vehicle Accidents: 8
 - Public Assists: 51
 - TOTAL CALLS: 149

- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Volusia County (4)
- Total staff hours provided to other agencies: 4
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 61
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 236

- Training Hours
 - NFPA 1001: Firefighting 64
 - NFPA 1002: Driver 37
 - NFPA 1021: Officer 26
 - NFPA 1500: Safety/Equipment 42
 - NFPA 1620: Preplanning 18
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 194

- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 3 fire inspections
 - Provided a tour of Station 91 to group of 15 children and parents

- Significant Incidents
 - 3/8/19, 12:20 PM: W. Granada Blvd. / N. I-95 – Motor Vehicle Accident – Upon arrival found three vehicle accident with injuries – all occupants transported with three as trauma alerts.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Maintenance Worker IV (Wastewater Collection/Reuse Distribution/Public Works)
 - Office Manager (Planning)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Police Officer (Police)
 - Public Information Officer
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Summer Camp Counselors (Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant/Public Works)

- Applications Under Review
 - Part Time Events Leader (Events/Leisure Services)

- Interviews Scheduled
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Tradesworker (Building Maintenance/Leisure Services)
- Background/Reference Checks/Job Offers
 - Account Clerk II (Utility Billing/Finance)
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - Evidence/Crime Scene Supervisor (Police)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Police Officer (Police)
- Separations
 - Chief Treatment Plant Operator (Wastewater Plant/Public Works)
 - Treatment Plant Operator (Wastewater Plant/Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunity: Personal Health Assessment make-up day 3-21-19
 - Wellness Plan HSA contribution opportunity: Non-tobacco use affidavits accepted through 12-31-19
 - Wellness Plan HSA contribution opportunity: Skin cancer screenings offered through 12-31-19
 - Wellness Plan HSA contribution opportunity: Lunch & Learn events held through 12-31-19
 - ICMA representative meets with employees 3-27-19
 - Nationwide representative meets with employees 5-2-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project Kick-off meeting with vendor project management and implementation team.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 12
 - Completed: 39
 - In progress: 26
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 59,544
 - Inbound E-Mails Blocked: 39,724
 - Delivered Inbound E-Mails: 19,820
 - Quarantined Messages: 1,956
 - Percentage Good Email: 33.3%
 - Virus E-Mails Blocked: 9

- IT hosted a meeting with the Planning Department and Tyler Technologies, to give a functional demo of the Tyler Energov system to get a better understanding of the features, functions, and workflows of the current version. The project to move Planning (Community Development) to the Tyler Energov system is currently scheduled for early 2020. Collectively, staff is exploring if it is feasible to move this date up, as resources will allow.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 1
 - Reclaim Connections Located this week: 0 : Total in system = 2,062
 - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Weekly supervisory staff meeting
- Public Works staff meeting
- City Manager staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- One-on-One Coordinator, Manager and Supervisor meetings
- Garden Club meeting
- LSAB meeting
- Meeting regarding John Anderson property
- Meeting to review Riverbend mountain bike trail

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Social media updates
- Tours were given as needed on Saturday and Tuesday through Friday.
- Dr. Don Spence held an Urban Tree Care program in the EDC classroom on Saturday from 10 am to 11 am.
- Girl Scout Troop 1251 helped weed the flower beds on the EDC grounds on Saturday from 12 pm to 1 pm.
- A birthday party was held in the EDC classroom on Saturday from 1 pm to 3 pm.
- 21 second grade students from Calvary Christian Academy took a Sensory Explorations field trip at the EDC on Tuesday.

- Joan Tague led a Spring Bird Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8 am to 10 am.

Athletics

- Ormond Beach Soccer Club held their Opening Day soccer games on Saturday beginning at 8 am at the Sports Complex soccer fields.
- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Golden Spikes and Lady Renegades will continue practicing this week Monday through Thursday at 6 pm on the Nova Fields and the Softball Quad at the Sports Complex.
- SHS Softball and Baseball continued practices this week on the Softball Quad and Wendelstedt Field 2 and 3 at 3:30 pm and 4:30 pm. Boy's junior varsity and varsity played at home on Tuesday at 4 pm and 7 pm on Wendelstedt Fields 1 and 2, while the girls played Tuesday at 5:30 pm.
- Calvary Christian Academy Softball continued practices this week Monday and Thursday at 4 pm at the Sports Complex on the Softball Quad with Tuesday and Friday games at 4 pm.
- Calvary Christian Academy Baseball continued practices this week on Monday and Thursday at 4 pm, with a game on Friday at 4:30 pm on the Kiwanis Field at the Sports Complex.
- The City's Youth Volleyball Program continued this week on Tuesday and Thursday nights from 6 pm to 7:45 pm at the Nova Gym. Currently, 75 participants are signed up.
- Ormond Beach Soccer Club continued practices this week nightly, 5:30-8:00 Monday through Friday.
- OBYBSA Rec Baseball/Softball started games throughout the week, 6:00 pm at Nova Fields and 5:45 pm at Softball Quad at the Sports Complex.
- SHS Flag Football hosted its second game on Thursday night at the Sports Complex on Championship Field 7 at 6 pm.
- Staff prepared for the USSSA Baseball Tournament to be held at the Wendelstedt Fields, as well as the Nova Fields, on Saturday and Sunday.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted soccer grass parking lot
- Painting all soccer fields to be prepared for upcoming OBSC practices/games
- Prepped fields for weekend baseball tournament at Wendelstedt and Nova fields
- Prepped/painted Championship Field 7 for SHS Flag Football game on Thursday
- Prepped fields for high school baseball and softball games

Senior Center

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

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 Friday
 - Kopy Kats held regular classes on Wednesday
- The Performing Arts Center is preparing to host the following events:
 - Shining STARS Pageant, Saturday, 1:30 pm-3:30 pm
 - John Denver Tribute, Sunday, 2:30 pm-4:30 pm

South Ormond Neighborhood Center

- Splash pad is open from March 15 through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- PAL basketball practice, Monday and Wednesday, 6 pm-8 pm
- PAL tutoring Monday through Thursday from 3 pm-6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Senior Games Committee meeting
- Attended Memorial Day Remembrance Committee meeting
- Preliminary planning of 2019 events in the months of March through July:
 - Art in the Park, May 4 and 5, including application tracking and input, sponsorship tracking, mailing of food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 27
 - Reel in the Fun Fishing Tournament, June 15
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 12, 19, 26

Gymnastics

- Registration is open for March session
- March session in progress
- Team Girls third AAU State competition in Jacksonville was held Saturday and Sunday

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room
- Adult Jazzercise met at various times throughout the week
- Ms. Debby's Dance and Acting classes continued at various times throughout the week
- Explore the Arts continued on Wednesday
- Lunch Bunch Club continued on Wednesday
- Funky Fitness continued on Tuesday
- City Coed Volleyball League continued on Tuesday and Thursday
- Shining S.T.A.R.S. pageant practice took place on Friday at the PAC

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10 am and the last tour at 3 pm. Saturday tours were at 9:30 am and 10:30 am.
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am-12 pm.
- A Guild Board Meeting took place on Monday from 9:30 am-12 pm in the Preservation Room
- Creekside HOA met at Bailey Riverbridge from 6 pm-8 pm.
- A large group tour from Daytona, Maryland toured The Casements Tuesday morning
- Mary Maggio held a cooking class from 5:30 pm-8:30 pm.
- A wedding ceremony was held in Ormond Memorial Gardens on Friday from 1 pm-2 pm.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday from 4 pm-5 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- All playground spin toys were replaced at Andy Romano Beachfront Park

- Replaced handrail at Ormond Memorial Gardens
- Removed all railroad ties at Riverbend Park with support from Streets staff
- Replaced plastic bubble on playground at Andy Romano Beachfront Park
- Replaced post and chain at Ormond Parkway

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
- Repaired family bathroom door at Andy Romano Beachfront Park
- Checked AED batteries at City Hall
- Moved furniture from City Hall to Fleet
- Repaired switch for airport tower lights
- Checked A/C and air quality at SONC gym
- Checked splash pad water an electric at Andy Romano Beachfront Park
- Painted yard marker lines at Police Department
- Replaced wall switch and added new pull strings to fans in art and conference room at Senior Center
- Checked fire panel alarm at SONC

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff interviewed new officer candidates and gave out five (5) offers for employment
- Staff is working on adding security cameras in the front parking lot
- Staff met with Wal-Mart managers to discuss future investigations
- Four (4) officers showed interest for the Police Explorer Program
- Staff is working on the Field Training Officer book

Community Outreach

- Youth Director Council (YDC)
Nine (9) members of the YDC met on Tuesday, March 5, to review t-shirt designs for the State of Florida Association of Police Athletic Leagues' Annual YDC conference in July at Disney's Coronado Springs resort. On Saturday, March 9, six (6) YDC youths participated in a community service project where they helped an elderly lady relocate after her moving crew canceled at the last minute. On Wednesday, six (6) members of the YDC joined PAL Recreation leader Alexis Williams on their monthly fun outing. This month they went to the Orlando Fair.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Tuesday and Thursday last week. Twenty-nine (29) boys attended practice. On Wednesday and Saturday, nineteen (19) girls attended practice at the South Ormond Neighborhood Center. The boys 12U and 14U will attend the first tournament of the season hosted by the State of Florida Association of Police Athletic Leagues in Jacksonville March 22 – 24, 2019.
- OBPAL Educational Programs
Tutors R Us continues at the South Ormond Neighborhood Center. Tutoring is offered Monday through Thursday from 3:00 pm – 6:00 pm. Last week, twenty (20) students attended the program each day. *Tutors R Us* provides one-on-one and small group tutoring for school aged children in elementary and middle school. *Tutors R Us* will not be held next week due to Volusia County School's spring break.

- R.E.A.D. (Reading, Exploration, Adventure and Discovery) program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday after school for children in grades 3, 4 and 5. Currently, there are 21 students in the program. Last week, students explored fractured fairy tales and created their own new ending to classic fairy tales. R.E.A.D. will not be held next week due to spring break.
- OBPAL Third Annual Donut Dash 5K
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27, 2019. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities please call (386) 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 4
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 4
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 7
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 11
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Written Threats: 1

Records

- Walk - Ins / Window: 82
- Phone Calls: 134
- Arrest / NTA'S: 21
- Reports Generated: 123
- Reports Entered: 110
- Citations Issued: 192
- Citations Entered: 166
- Warnings Entered: 148
- Trespass Warnings: 23
- CORF Entered: 115
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,683
- Total Traffic Stops: 407

Operations

- Crime Opportunity Report Forms: 115

03/06/2019

- Shoplifting Arrest, 1478 West Granada Boulevard (Bealls). Subject concealed items in bags and left the store. The subject fled from officers on foot but was caught. The subject also had narcotics and open warrants.
- Miscellaneous Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted for an alcohol violation.
- Carbreak, 601 Fleming Avenue (Central Park). Window was smashed to gain entry. A purse was stolen.
- Larceny, 769 West Granada Boulevard #3107 (Olive Grove Apartments). Known subject stole jewelry from the residence.
- Larceny, 1478 West Granada Boulevard (Publix). Subject stole a wallet out of a purse and used it at numerous locations.
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- Narcotics Arrest, West Granada Boulevard at Old Tomoka Avenue. Juvenile was contacted and had marijuana on their person.
- Narcotics Arrest, 500 Block South Nova Road. Two (2) subjects were contacted and had marijuana and a scale on their persons.
- Narcotics Arrest, 333 West Granada Boulevard (Golds Gym). Juvenile was contacted and had marijuana on their person.

03/07/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects concealed items and attempted to leave the store.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in a bag and attempted to leave the store.
- Larceny, 1340 West Granada Boulevard (Lowes). Victim left a purse at the paint counter and returned to get it but it was gone.
- Carbreak, 116 North Saint Andrews Drive. A known person reached into the victim's vehicle and battered the victim.
- Traffic Arrest, 145 East Granada Boulevard. A vehicle was pulled over for speeding. The driver was found to be intoxicated and was in possession of marijuana.

03/08/2019

- Larceny, 201 Main Trail (Trails Clubhouse). Construction equipment was stolen overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 1571 West Granada Boulevard. Cash and prescription drugs were stolen. Victim thinks the suspect is a relative.
- Motor Vehicle Crash, 1500 Block West Granada Boulevard. Three (3) vehicles crashed when a vehicle ran a red light. One (1) of the occupants in the crash was deceased from the impact.
- Warrant Arrest, 1634 North United States Highway One (Super 8). Subject with a warrant was contacted.
- Battery/Domestic Violence Arrest, 707 South Atlantic Avenue (Makai Motel). Subject was arrested for battering a loved one.
- Narcotics Arrest, 1100 Block West Granada Boulevard. Subject was pulled over for a traffic violation. Hash oil and paraphernalia was found on the driver.

- Traffic Arrest, 400 Block South Yonge Street. Subject was pulled over for a traffic violation and the driver was found to be intoxicated.

03/09/2019

- Battery/Domestic Violence Arrest, 603 South Yonge Street. Subject battered a family member.
- Larceny, 625 South Yonge Street (Kwik Stop). Cash was missing from the cash drawer.
- Miscellaneous Arrest, 1300 Block West Granada Boulevard. Subject was pulled over for a traffic violation and was arrested for possession of a firearm by a convicted felon.
- Larceny, 440 North Nova Road (Skate Park). A backpack and skateboard were stolen from the park.

03/10/2019

- Larceny, 83 Wiggins Lane. Victim stated that medication was stolen while there were guests in the home.
- Stolen Vehicle, 737 West Lindenwood Circle. Victim loaned a vehicle to a friend who is refusing to give it back.
- Traffic Arrest, 700 Block North United States Highway One. Subject was involved in a crash and was found to be intoxicated.

03/11/2019

- Larceny, 1227 North United States Highway One (Pike Electric). Unknown subject stole \$3,000 in copper. This incident happened twice in two (2) weeks.
- Armed Robbery, 1521 West Granada Boulevard (Wal-Mart). When the subject was confronted by loss prevention, the subject pulled out a knife. When officers arrived, the subject fled on foot then jumped in a vehicle and fled the area.
- Battery/Domestic Violence Arrest, 487 Bryant Street. Subject battered a loved one by twisting an arm.
- Battery/Domestic Violence Arrest, 1520 Crowne Ormond Lane (Crowne Apartments). Subject battered a loved one by grabbing their face and shoving them to the ground.
- Traffic Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation and was found intoxicated.

03/12/2019

- Narcotics Arrest, 869 South Atlantic Avenue (Riptides). Subject was contacted with a crack pipe and syringes.
- Narcotics Arrest, 300 Block Hand Avenue. Subject was contacted with hash oil and marijuana.
- Warrant Arrest, 100 Block South Atlantic Avenue. Subject was stopped for a traffic violation and was found to have a warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 108
 - Number of Uniform Traffic Citations Issued: 99
 - Number of Written Warnings Issued: 65
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 7
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 34 Cases initiated
- Zone 2: 8 Cases initiated

- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 5 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with nine (9) walk-ins and seventy-three (73) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff has completed the required coordination with the Federal Aviation Administration (FAA) and Hoyle, Tanner and Associates to conduct UAV (drone) flights needed to capture new aerial imagery of the airport following completion of the Runway 9/27 rehabilitation and heliport improvements projects. The UAV flights are scheduled to take place on March 21.
- Staff continues coordination of the bidding phase for the Runway 9/27 and Taxiway Alpha extension construction projects. Work has been completed to draft the contract documents for the project that will be included in the project manual for bidding. The 90% design plans have been completed and are under review by staff.
- Technicians continued work this week to investigate intermittent issues with the telephone lines that serve Gate 13 and the airport's Automated Weather Observing System (AWOS).
- Staff completed work to prepare and submit for approval a supplemental agreement with the Federal Aviation Administration (FAA) to provide an increase in federal funding for construction services for the project to rehabilitate Runway 9/27. The supplemental agreement is scheduled to appear on the April 2nd City Commission meeting agenda.
- Staff completed work to compile and update the pavement classification numbers (PCNs) on the federal Airport Master Record document for the airport. The PCN is an International Civil Aviation Organization standard used to indicate the strength of a runway, heliport, taxiway, or ramp area.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete mid-May.
 - Forest Hills Connector Trail – The Contractor is working on the boardwalk and installation of light poles. A substantial completion inspection is scheduled for Friday, March 22.
 - Laurel Creek Stream Gauges – City crews are completing the configuration of units. Engineering has scheduled to survey lake levels for calibration.
 - MacDonald House – Staff is working on completion of the report of findings.
 - Fishing Pier Repair – All of the new piles have been installed. Framing is 90% complete, decking is 90% complete. Contractor has begun working on electrical for lighting.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has started clearing and the directional Drill Contractor has mobilized on-site.
 - Coquina Court Drainage – Pipe work is complete, restoration activities are underway.
 - Storm and Sewer Lining – Phase 2 – A Preconstruction meeting was held on March 13.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Conduit is being installed on site. Poles have been ordered and are scheduled for delivery on March 18.
 - Bidding
 - Cassen Park Public Dock and Breakwater – The project bids were opened. Eight (8) bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff has scheduled the bid award for the March 21 CC meeting.
 - WWTP Sludge Dewatering Improvements – The bid award was moved to the March 21 CC meeting.
 - Water Plant Upgrades – The bid award is scheduled for the March 21 CC meeting.
 - Force Main Repairs – The bid award is scheduled for the March 21 CC meeting.

- Breakaway Trails Storage and Pumping Improvements – Bid award is scheduled for the March 21 CC meeting.
- CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bids were opened on March 12 and are under review.
- HVAC Replacements – City Hall, SONC, The Casements – A Pre-Bid meeting was held on February 20, and bids were due March 13.
- Fleming Avenue Stormwater Pump Station – The contract for design services is on the March 21 CC meeting agenda.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – A Work Authorization for Force Main design is scheduled for City Commission approval at the April 16 meeting. The Water Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.
 - WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by April.
 - Fleming Ave Stormdrain Improvements – The Consultant has submitted 60% design plans. A review meeting was held on February 22.
 - Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will provide funding in June 2019.
 - Secondary Raw Water Main – The Consultant is working on plan revisions.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT has approved the plans. Consultant proposals for CEI Services have been submitted to FDOT for review and approval.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has transmitted the LAP Agreement to the City for execution. The design contract has been submitted for City Commission approval at the April 2 meeting.
 - Nova Community Park Underground Electric Utilities – The Consultant has re-submitted 100% plans. Staff is reviewing.
 - The Casements North Side Improvements – Design is in process.
 - Stormwater Master Plan Update - 2019 – Proposals were scored and Staff began negotiating a scope and fee for the proposed work.
 - 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
 - Nova Landfill Lining Repair – The Consultant is preparing a proposal for the lining repair.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 128 Rio Pinar Drive directional bore, per Brighthouse/Spectrum request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Airport Road open trench and directional bore for new conduit placement, per AT&T request.
 - On-site meeting at Nova Ballfield 5 to discuss survey needs regarding the effects of storm drainage.
 - Completed topographic survey of the Nova Ballfield 5 area.
 - Completed topographic survey of Country Club Drive in area of proposed storm pipe replacement.
 - Completed sketch and legal description for the vacant waterfront parcel south of Tomoka Avenue, per Legal Department request.
 - On-site visit to 333 Pine Street vacant lot to review SWMP Plan feasibility.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch – Pine Look Pass; John Anderson Dr.; Harvard Dr.; Beechwood Dr; N Halifax Dr
- Formed up sidewalk & prepped job Rockefeller Dr
- Pulled cones and forms at Andy Romano Park
- Stripped forms and backfilled on Sanchez Ave
- Cut out, formed apron and poured on Rockefeller Dr

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
- Picked up coquina rocks at Nova Rec
- Removed (3) trees at Riverbend Park
- Placed rocks in various locations at Central Park 1
- Trimming in The Trails & Tomoka Oaks subdivisions; on Old Mill Run
- Removed low limbs on Wildcat Ln; (2) dead trees in Sanchez Park

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
- Trimmed around street/stop sign at S Halifax & Riverbeach
- Assisted street sweeper in City Hall parking lot
- Organized emergency trailer at Public Works

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Outfall repair on Ormond Parkway
- Locates, gates & pumps citywide
- Basins inspected & cleaned citywide, Granada Approach
- Depression inspection at Nova Rec, Mayfield Cir

Vactor

- China Moon Dr
- Basin repair Ormond Green Blvd.

Street Sweeping/Streetsweeper

- 141 miles of road cleaned
- 50 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,322
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 8
- Quick Fleet Facts:
 - Fuel on hand: 11,965 gallons unleaded, 8,250 gallons diesel
 - Fuel used in one week: 2,403 gallons of unleaded and 674 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The bid award is scheduled for the March 21 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Consultant issued RFI #1 response to the contractor. Utility transformer installation will be scheduled when FPL receives the fully executed and recorded easement.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – 90% plans and specs comments provided to consultant.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Additional work authorization to include Lift Station Tomoka Meadows (TM) was approved by City Commission at the March 5 City Commission meeting. NTP sent to contractor.
 - SCADA Integration Services RFP – Initial design review meeting scheduled for March 15th.
 - Shadow Crossings Reuse Pump Facility Upgrades – 60% plans and specs being developed by the consultant.
 - WTP Elevated Water Tank Rehabilitation – Containment will be completed the 3rd week of March. Blasting and painting will be completed the 2nd week of April.
 - WTP LPRO Membrane Replacement – Kick-off meeting to be scheduled.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated, delivery scheduled for April 15. The contractor started prep work on replacement of Influent Pump #2 VFD.
 - WWTP Operating Permit Renewal – A permit review meeting will be scheduled.
- SPRC Projects (Utilities Review)
 - Deerfield Trace Subdivision (Flagler County) – Received shop drawings for review.
 - Lot 2-20 W Tower Circle – As-built plans approved.
 - Shoppes on Granada – As-built plans approved.
 - Huntington Green (Flagler County) – Completed shop drawing review.
 - Security First Insurance – Received plans for review.

Water Treatment (3-2-19 to 3-8-19)

- Delivered 41.27 million gallons for the week ending March 8, 2019 (5.90 MGD).
- Backwashed 12 filters for a total of 582,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2019 @ 6.334 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
- Produced & hauled 97.2 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.

Wastewater Treatment (3-3-2019 to 3-9-2019)

- Domestic and Industrial Wastewater flow was 32.69 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.67 MGD.
- Produced 32.36 Million Gallons of Reuse.

- Produced 0.33 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 01, 2018 – January 31, 2019) (MGD): Influent 4.82 MGD (Permit 8 MGD); Surface Water Discharge 1.61 MGD (Permit 6 MGD); Reuse 3.66 MGD (Permit 10 MGD)
- Hauled 184.70 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 22 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 22 water service leaks.
- Replaced 3 residential water meters per Finance work orders.
- Replaced 12 broken meter boxes.
- Located a residential water service to assist Finance Department with reading the water meter.
- Performed a water service disconnect due to a demolition.
- Replaced 7 water services due to low pressure or leak concerns. Two (2) casings were installed for water services under roads.
- Performed maintenance activities on 7 fire hydrants on the beachside.
- Performed a scheduled 2-4" commercial water meter accuracy test.
- Performed leak repairs on a 6" AC (2 times) on Fred Gamble Way due to tree contractor dropping large trees on top of water main.
- Actuated 16 water main line valves as part of schedule maintenance and water main leaks.
- Repaired a 1" PVC leak under the concrete parking area at Andy Romano Park.
- Removed a leaking abandoned irrigation service on Putting Green Lane.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 regular and 5 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Cleaned centrifuge waste line at WWTP.
- Disconnected sanitary service at 108 Seminole Ave. for DEMO.
- Rewired PEP pump at 1 Tomoka Cove.
- Flushed hydrants in phases I, II & III of Breakaway Trails
- Located PEP system and reuse at 105 Shadow Creek Way for contractor.
- Adjusted reuse distribution system in response to low tank levels from high demand.
- Televised 8 work orders from the PM list
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 3 psi, Ocean Mist Hotel 5 psi, Ormond Mall 2 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 15 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 9 psi.

Wastewater Plant – Lift Stations

- 3P, high run hours at local time clocks, deragged both check valves, ok.
- Sludge Holding Tank #2, oversaw contractor work in removal of bad Aqua Turbo Mixer, pressure washed unit.
- 5P, pump 2 not operational, pulled pump and repaired/replaced as needed, ok.
- Centrifuge #1, made temporary adjustments at grinder pump to control leak, permanent repairs will happen when unit 2 is back in service.
- Influent Room, found dry well flooded, repaired sump pump, ok.
- 8M, grounds keeping, trimmed trees at fence line.
- Ormond Mall, Town Square and Wal-Mart lift stations, performed electrical inspection.
- Shadow Crossing, removed non-functional timer and outlet on electrical conduit rack.
- Recycle room, located proper termination of control wires on valve #1.
- McDonalds, weekly odor control and wet well cleaning, ok.

- WIN911 monitor/response: None to report.
- SCADA monitor/response: 7P, uneven starts, checked station, pulled both pumps to clear blockages at volutes; Wal-Mart, no starts #2, reset motor starter, found bad Pump #2, replaced with new inventory, pulled Pump #1 to deragg and clear blockage at volute, ok; 8M3, no starts #1, reset motor starter.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump; deragged Submersible Aerator #1 South.
- Monthly Plant PM's: Sand Filters, #1, #2, #3; Influent Odor Control Unit;
- Quarterly Plant PM's: Influent Odor Control Unit.
- Lift Station PM's: 13 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well15D, Installed new surge protector @ RTU. Installed new 3ft lmr 600 jumper at antenna. Re- strapped antenna cable to pole.
- Removed old light pole that was not needed.
- Lime Slurry Pumps, removed old motor and pump.
- Standish Booster Station, repaired non-operational fluorescent light fixtures.
- High Service pump building, installed conduit and wire for pressure transducer, connected transducer for pump control, ok.
- South Plant, painted water pipes with high reach equipment.
- Ammonia Tank, assisted Operations with repair of PVC piping at injectors.
- Bird Centrifuge, performed power reset and returned to service.
- Operational check: Rima Wells; Calle Grande Interconnect.
- Well PM's: All Division Wells; SR 19 & 20; B.A.T. 2, 3, 4.

SCADA - OTHER

- Continued coordination with STAR Controls with PLC programs for WWTP & WTP.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Volusia County Health Department report – Staff submitted the low pressure event report to the VCHD. The report detailed the cause of the low pressure event and corrective actions taken to prevent reoccurrence.
- Cross Connection Control Vendor – The CCC data management contract will expire at the end of 2019. Staff is evaluating whether to perform another RFP or utilize the new Munis software the City is gradually converting to. Personnel from Munis displayed to Utility staff the capability of their software with regard to backflow device testing and tracking.
- Fats, Oils, and Grease (FOG) Program – Staff is compiling information to begin building an operational FOG program for the City. The FOG program is designed to assist in the elimination of sanitary sewer overflows due to clogs.
- Florida State Emergency Response Commission Report – Staff submitted the annual SERC report outlining the hazardous materials located at City owned facilities. The information is uploaded to a national database to assist first responders in case of emergency.
- Wetlands Monitoring Report – Staff performed the fieldwork necessary for the Wetlands Monitoring report with E Sciences, Inc., the City's contract environmental consultant. The fieldwork included visiting all 10 wetlands to inspect the area's foliage and visible water levels. The report highlights the City's 7 production wells' impact on the wetlands in Rima Ridge.
- Earth Day Event – Staff confirmed 104 students from Ormond Beach Elementary school are attending the City's Earth Day event. The students will participate in activities by the Volusia County Library, the Museum of Arts and Sciences, and possibly a local author doing a book reading.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging,

proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for March 14, 2019, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for March 21, 2019, City Commission Meeting